



NORTH DAKOTA PHI BETA LAMBDA

Chapter Handbook

This publication contains the information and forms necessary to operate a North Dakota PBL chapter for the 2008-2009 school year.

North Dakota

Phi Beta Lambda

Future Business Leaders of America-Phi Beta Lambda is the premier student, business organization. The mission of FBLA-PBL is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

FBLA-PBL Goals:

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work.

FBLA-PBL Creed:

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex or handicap.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA-PBL Pledge:

I solemnly promise to uphold the aims and responsibilities of the Future Business Leaders of America-Phi Beta Lambda, and as an active member I shall strive to do my best to develop the qualities necessary in becoming a responsible business leader.



PREFACE

The 2008-2009 edition of the North Dakota PBL Chapter Handbook should replace any versions that were used in past years.

Members and advisers are reminded that this document contains only North Dakota PBL forms and North Dakota PBL competitive event regulations and procedures. Every chapter should have a copy of the Chapter Management Handbook published and distributed to active chapters by the national FBLA-PBL office. Each chapter should have received a new edition from the national office in the fall of 2008. If you do not have a copy of the National Chapter Management Handbook, contact the national FBLA-PBL office in Reston, Virginia directly at 1-800-FBLA-WIN.

There have been numerous changes and additions to this edition of the handbook, and we ask that you please contact the North Dakota PBL State Office if there are errors or omissions. Highlights of this year's changes appear below. However, please read through the entire handbook as your chapter prepares for the State Leadership Conference, and please pay close attention to the checklist of deadline dates that appears in the "Official Information" section of the handbook.

Changes to this edition:

- There have been changes made to the competencies and rating sheets of a number of events.
- Business Presentation is a new event added this year.
- In addition to a prejudged project, the following events have had a performance component, which will take place at the State Leadership Conference, added: Desktop Application Programming, Digital Video Production, E-business, Internet Application Programming, and Web Site Development.
- Management Concepts and Marketing Concepts are now individual, objective test events.
- Management Analysis & Decision Making and Marketing Analysis & Decision Making are now individual or team events and a performance has been added. Members taking these events previously as an individual may not take these events again.
- A production test, to be taken at the home school prior to the State Leadership Conference, has been added to the Accounting for Professionals event.
- The Parliamentary Procedure objective test will now be used as a tie breaker only.
- One individual may repeat in the Desktop Publishing event if he/she has competed in the event at a previous National Leadership Conference.
- Participants must complete all part of an event to be eligible to win an award.

TABLE OF CONTENTS

GENERAL INFORMATION

Addresses to Send Dues, News, and to Seek Information	1
FBLA-PBL Calendar	2
FBLA-PBL National Information	3
PBL State Advisers	4
PBL State Personnel	6
FBLA State Personnel	8
FBLA-PBL National Officers	10
FBLA-PBL Dress Code	11

39TH ANNUAL PBL STATE LEADERSHIP CONFERENCE

2009 North Dakota State Leadership Conference	15
2008-09 North Dakota PBL Competitive Events	17
Deadline Checklist for 2009 State Leadership Conference	18
2009 State Leadership Conference Tentative Agenda	19

NORTH DAKOTA PBL COMPETITIVE EVENTS GUIDELINES

Accounting Analysis & Decision Making	23
Accounting Principles	24
Accounting for Professionals	25
Business Communication	27
Business Decision Making	29
Business Ethics	32
Business Law	35
Business Presentation	36
Businessperson of the Year	39
Client Service	40
Community Service Project	43
Computer Applications	47
Computer Concepts	49
Contemporary Sports Issues	50
Cyber Security	51
Database Design & Applications	52
Desktop Application Programming	54
Desktop Publishing	58
Digital Video Production	60
E-Business	64
Economic Analysis & Decision Making	68
Financial Analysis & Decision Making	69
Financial Concepts	70
Financial Services	71
Future Business Executive	74
Future Business Teacher	77
Help Desk	80
Honorary Membership in North Dakota PBL	83
Hospitality Management	84
Human Resource Management	87
Impromptu Speaking	90
Information Management	93
International Business	94
Internet Application Programming	95
Job Interview	100
Justice Administration	103
Largest Local Chapter Membership	104
Largest Percentage of Increase in Local Chapter Membership	105
Largest Percentage of Retention in Local Chapter Membership	106
Local Chapter Annual Business Report	107

Macroeconomics	109
Management Analysis & Decision Making	110
Management Concepts	113
Marketing Analysis & Decision Making	114
Marketing Concepts	117
Microeconomics	118
Network Design	119
Networking Concepts	122
Parliamentary Procedure	123
Project Management	126
Public Speaking	127
Sales Presentation	130
SMG World Wide	133
Sports Management and Marketing	134
Statistical Analysis	135
Telecommunications	136
Web Site Development	137
Word Processing	141
Format Guide	143

FORMS

Pre-conference Tests Order Form	163
State Officer and State Parliamentarian Application	167
Who's Who in PBL Award	169
Adviser Length of Service Award Application	171
Honorary Membership or Businessperson of the Year Nomination	173
Special Needs Assistance Request	175
Competitive Event Registration	177
State Leadership Conference Registration	187
Hotel Registration	189
Digital Video Production Entry Form	191
Programming Events Entry Form	193
E-business Entry Form	195
Web Site Development	197
Local and State Chapter Web Site Permission Form	199
Largest Percentage of Retention in Local Chapter Membership Form	201

APPENDIX

State Chapter Constitution/Bylaws	205
National Leadership Conference Information	211
NLC Competitive Event Information	213

ADDRESSES TO SEND DUES, NEWS, AND TO SEEK INFORMATION

NATIONAL DUES:	FBLA	\$ 6.00	STATE DUES:	FBLA	\$4.00
	PBL	10.00		PBL	\$10.00*
	PROFESSIONAL	23.00			

***Students must belong to state and national PBL. Local dues may be assessed in addition to the \$10 North Dakota and \$10 national PBL dues. Total of \$20 state and national dues are to be mailed to the national office.**

State PBL dues of \$10 and national dues of \$10 (total of \$20—one check) should be sent directly to the national office using the online membership reporting process (www.fbla-pbl.org/membership). The check is to be made **payable to National FBLA-PBL, Inc. Both the check and membership forms are to be sent to nationals.** No dues are required of local chapter advisers. In order for the local chapter to receive the November issue of the *PBL Business Leader* dues **must be received** by October 20. You can add members at any time. *Mail dues to:*

National Membership Dues
FBLA-PBL, Inc.
P.O. Box 79063
Baltimore, MD 21279-0063

For any *questions* on national dues, number of publications received, or anything from the national office, **contact the national office directly.**

FBLA-PBL, Inc.
1912 Association Dr.
Reston, VA 22091-1591
Phone: 703-860-3334
Toll Free: 1-800-325-2946
FAX: 703-758-0749
E-mail: membership@fbla.org
Website: www.fbla-pbl.org

State and national membership dues must be paid by February 27, 2009, to compete at SLC.

Schools wishing to form a PBL chapter should contact the state director for chapter application forms. They will mail their initial state and national dues to:

Kelly Scholl
FBLA-PBL State Director
ND Dept. of Career & Technical Education
600 East Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
Phone: (701) 328-2286
E-mail: kscholl@nd.gov

News for the PBL website should be e-mailed to:

T.C. Cermack
e-mail: tawnya.cermack@myminotstateu.edu

News for the *PBL Business Leader* should be mailed to:

FBLA-PBL National Publications
1912 Association Dr.
Reston, VA 20191-1591

FBLA-PBL Official Supplier: (contact for a catalog)

Attention: API MarketPlace
4471 Nicole Drive
Lanham, MD 20706
1-866-325-2725
Fax: (301) 731-6101
website: www.FblaMarketplace.com

Professional Division dues sent to:

FBLA-PBL, Inc.
Attention: Membership Department
1912 Association Drive
Reston, VA 20191-1591

Web page for North Dakota PBL:
www.nd-pbl.org

Web page for national FBLA-PBL:
www.fbla-pbl.org

NORTH DAKOTA PHI BETA LAMBDA 2008-2009 CALENDAR

November 7-8, 2008	National Fall Leadership Conference—Minneapolis, MN
November 15	American Enterprise Day
February 5, 2009	Postmark deadline for ND PBL Bylaw amendment submissions
February 8-14	FBLA-PBL Week
February 13	Postmark deadline for: <ul style="list-style-type: none"> State officer candidate applications National officer candidate applications—<u>sent to state office</u> Who's Who in PBL forms Adviser Length of Service forms PBL pre-conference test requests
February 27	Last day to postmark PBL state and national dues <i>Dues must be postmarked directly to national office in order to participate at State Leadership Conference.</i>
March 5	Postmark deadline to notify local chapters of proposed ND PBL Bylaw amendments
March 6	Postmark deadline for: <ul style="list-style-type: none"> PBL competitive event registration forms PBL conference registration fees—<u>sent directly to fiscal agent</u> Businessperson of the Year and Honorary Membership nominations Special Needs Assistance Form Hotel Reservations—<u>sent directly to hotel</u> Retention Award Forms Community Service Project Local Chapter Annual Business Report Job Interview, Future Business Executive, and Future Business Teacher materials Business Ethics materials Website Development, Digital Video Production, E-business, Desktop Application Programming, and Internet Application Programming materials/forms
March 13	Postmark deadline for: <ul style="list-style-type: none"> Completed PBL pre-conference tests
April 5-7	PBL State Leadership Conference—Bismarck
April 17	Deadline to <i>notify</i> state office of intent to compete at NLC
June 20-23	PBL National Leadership Conference—Anaheim

FBLA-PBL National Information

Headquarters Staff

Administration: Board of Directors liaison, finance and tax issues, corporate relations, and fundraising partners.

President/Chief Executive Officer	Jean Buckley	ceo@fbia.org	x 111
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Mailroom Associate	Nick Harris	custsvc@fbia.org	x 125
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Membership: Membership development, recruitment, and dues processing.

Marketing & Ed. Relations Director	Greg Oliver	marketing@fbia.org	x 117
Membership Director	Lisa Frye Smothers	membershipdir@fbia.org	x 118
Director-PBL College/Univ. Relations	Thomas J. Payne	PhiBetaLambda@fbia.org	x 132
Customer Services Associate	Yolonda Williams	custserv@fbia.org	x 135

MarketPlace: Member, chapter, adviser, and officer resources; career and leadership development; and recruitment tools.

(866) 325-2725

www.fblamarketplace.com

Conferences: NLC, NFLC, Institute for Leaders; exhibits and speakers.

Conference Director	Richard Bowen	conferencedir@fbia.org	x 119
Conference Manager	Robert Smothers	conferencemgr@fbia.org	x 121

Education: National Awards Program, competitive events, educational programs, and partnerships.

Director of Education	Barbara Small	education@fbia.org	x 122
Education/Curriculum Specialist	Ray Wu-Rorrer	eduspecialist@fbia.org	x 129

Communications: In-house publications, public relations, advertising and web development.

Communications Manager	George Mocharko	communications@fbia.org	x 120
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National Office Mailing Address

FBLA-PBL, Inc.
 1912 Association Drive
 Reston, VA 20191-1591
 Toll Free: 800-FBLA-WIN (325-2946)
 Fax: 703-758-0749
www.fbla-pbl.org

FBLA-PBL MarketPlace

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Open

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Valley City, ND 58072-4098

701-845-7372

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2008-2009 NORTH DAKOTA PBL STATE OFFICER DIRECTORY

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2008 - 2009 NORTH DAKOTA FBLA STATE OFFICER DIRECTORY

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North Dakota FBLA Website: www.nd-fbla.org
National FBLA-PBL Website: www.fbla-pbl.org

NATIONAL OFFICERS

FBLA National Officers

President	Joseph Riley McMinn Central High School, TN	fblapres@fbia.org
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Western Region VP	Morgan Wilson White River High School, WA	fbilawrvp@fbia.org

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Secretary	Gloria Lau PBL National Virtual Chapter, OK	pblsec@fbia.org
Treasurer	Robert Rouse Unpqua Community College, OR	pbltres@fbia.org
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Eastern Region VP	Eric Weinberg Rutgers University, NJ	pblervp@fbia.org
Mountain Plains Region VP	Alexa Williams Mesa State College, CO	pblmpvp@fbia.org
North Central Region VP	Buddy Alberson Mineral Area College, MO	pblncvp@fbia.org
Southern Region VP	Yanyin San Luis Miami Dade College-Kendall Campus, FL	pblsrvp@fbia.org
Western Region VP	Michelle Nakaji California State University – Fullerton, CA	pblwrvp@fbia.org

FBLA-PBL Dress Code

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities includes:

Males

- Business suit with collared shirt, and necktie (shirts must be tucked in/belts must be worn if pants have loops)
- Sport coat, dress slacks, collared shirt and necktie
- Dress slacks, collared shirt, and necktie
- Business suit or sport coat with dress slacks and banded collar shirt
- Sweater or sweater vest, collared shirt with necktie, and dress slacks
- Dress socks and dress shoes (no white socks)
- Dress socks and dress Doc Marten style shoes (Not sandals, boots, or other shoes with heavy soles)

Females

- Business suit with blouse or sweater, sleeveless suit is appropriate (shirts must be tucked in/belts must be worn if pants have loops)
- Business pantsuit with blouse or sweater
- Skirt or dress slacks with buttoned-up blouse or sweater
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee, with nylons
- Dress shoes
- Nylons when wearing skirts and dresses

Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Hair dyed an unnatural color
- Cargo pocket or zip-off pants
- Jean-style khaki pants, capris or skirt, or other pants or skirts with pockets sewn on the outside
- Denim, canvas, flannel, or chambray fabric
- Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses
- Dress t-shirts (Sweaters and blouses are only appropriate)
- Clothing that shows any midriff skin
- Skirts shorter than 2 inches above the knee
- T-shirts, spandex, tank tops, bathing suits
- Blouses that are not buttoned appropriately
- Sandals, flip flops, athletic shoes, work shoes, hiking boots, bare feet, or over-the-knee boots
- Athletic wear—including sneakers
- Hats or flannel clothing
- Bolo ties
- Visible foundation garments

CLARIFICATION: Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses/suits are accepted.

Business casual attire acceptable for official FBLA-PBL activities includes:

Males

- Dress slacks, collared shirt, no necktie necessary (shirts must be tucked in/belts must be worn if pants have loops)
- Polo shirts with the FBLA-PBL logo on it are acceptable
- Sweaters would be acceptable
- Dress socks and dress shoes (no white socks)

Females

- Dress slacks or skirt, blouse or sweater (shirts must be tucked in/belts must be worn if pants have loops)
- Polo shirts with the FBLA-PBL logo on it are acceptable
- Dress shoes with stockings (if wearing a skirt)

Inappropriate attire would include anything listed above, particularly jean-style khaki or corduroy pants/skirts with pockets sewn on the outside.

OFFICIAL INFORMATION

39th Annual PBL State Leadership
Conference

April 5 – 7, 2009

Ramkota Hotel
Bismarck, ND

All Forms in Forms Section



2009 ND PBL STATE LEADERSHIP CONFERENCE

"Get The Edge"

The highlight of the year in North Dakota PBL is the State Leadership Conference, which will be held in Bismarck, April 5- 7, 2009. This exciting leadership conference provides members with many opportunities for leadership development, informative workshops, and an opportunity to participate in various competitive events. Winners in the competitive events are eligible to compete at the National Leadership Conference in Anaheim, CA June 20–23, 2009.

This conference registration guide contains all the information and forms necessary to register members for the State Leadership Conference. Please read this section very carefully. If you spot a problem or conflict, please notify the state office immediately. Others will have the same concern.

SCHOOL-SITE TESTING: Business Decision Making, Desktop Publishing, Financial Services, Help Desk, Hospitality Management, Human Resource Management, Management Analysis and Decision Making, Marketing Analysis and Decision Making, Network Design, and Parliamentary Procedure **objective tests** will be taken online, at the school site, prior to the conference in 2009. One hour, excluding explanation time, will be allowed for the objective tests. All of these tests, **except Parliamentary Procedure**, are done **cooperatively** by all team members at only one computer per team. Instructions for administering the online testing will be sent to test administrators with the other preconference tests that are ordered.

Accounting for Professionals skills portion will be administered at the school. One hour will be allowed for the skills portion of the test.

Computer Applications skills portion will be administered at the school. Participants should be prepared to complete problems in word processing, database, spreadsheets, presentations, and graphics. Two hours will be allowed for this test. **Database Design & Applications** skills portion will be administered at the school. One hour will be allowed for the skills portion of the test. **Desktop Publishing** skills portion will be administered at the school. The team consisting of two members will work cooperatively on completing one problem. Two hours will be allowed for the skills portion of the test. **Word Processing** skills portion will be administered at the school. One hour will be allowed for the skills portion of the test. **The written test portion of these events, with the exception of Desktop Publishing will be taken at the State Leadership Conference.**

The writing exercises for Business Communication, Job Interview, Future Business Executive, and Future Business Teacher will also be administered at the school. In addition, the Future Business Executive, Future Business Teacher, and Job Interview application materials must be mailed prior to the conference to the designated place by the specified postmark date. Three copies of the Business Ethics synopsis must be mailed prior to the conference to the designated place by the specified postmark.

These tests/writing exercises are to be administered by someone at your school site other than the adviser. The designated school-site test administrator will be sent the tests. Advisers may help with equipment set-up for the skills portion of any tests, but may not be present in the testing room; and advisers should not see any of the tests. All tests must be completed in one sitting. For example, a two-hour test cannot be started from 8 to 9 a.m. and then finished from 2 to 3 p.m.

COMPETITIVE EVENT INFORMATION: Members are allowed to compete in three (3) individual or team events. An exception will be made for members who are part of the presentation team in chapter events. Individuals and/or teams are responsible for providing their own laptops, projectors, or any other equipment they may wish to utilize in performance events.

Hand held calculators will be supplied for written tests in appropriate events.

Students are to bring their own No. 2 pencils and erasers to the written tests.

Written tests will be machine graded. Ties will be broken by comparing the performance of affected members on the last ten questions of the exam.

The Digital Video Production, E-business, Desktop Application Programming, Internet Application Programming, and Website Development entry forms and materials are to be mailed to the designated place by the specified postmark date.

STATE OFFICER CANDIDATES: Your chapter may have two state officer candidates. However, you may have several members applying for the Vice President of Operations position. Any member wishing to be considered for Vice President of Operations must complete an application and take the Parliamentary Procedure written test prior to the conference. The chapter does not have to enter a Parliamentary Procedure team. The student scoring the highest and who has completed an application form will be selected. All necessary information and forms needed to apply can be found in the forms section.

NATIONAL OFFICER CANDIDATES: Any member wishing to be considered as a national PBL officer candidate must submit the application materials required and campaign at the SLC to receive support from the North Dakota state chapter. Applications can be found in the forms section.

MEMBERSHIP: Be certain all students attending the PBL State Leadership Conference have joined both the ND state and national PBL chapters. Dues--\$20 (\$10 state and \$10 national) must be paid to the national membership address by **February 27** in order for the student to attend. Membership will be checked with registration. Nametags will be checked at all events.

2008 – 2009 NORTH DAKOTA PBL COMPETITIVE EVENTS

Recognition Awards

Adviser of the Year
 Adviser Length of Service
 DLT Outstanding Chapter*
 Largest Local Chapter Membership
 Largest Percentage of Increase in Local Chapter Membership
 Largest Percentage of Retention in Local Chapter Membership*
 Local Chapter Who's Who*
 North Dakota Who's Who
 State Officer Who's Who*
 Businessperson of the Year
 Honorary Membership*
 Membership Achievement Award
 Career & Membership Achievement Program (CMAP)

Chapter Events

Community Service Project
 Local Chapter Annual Business Report

Team Events

Business Decision Making#
 Business Ethics
 Business Presentation (**new**)
 Desktop Publishing
 Digital Video Production
 E-business
 Financial Services#
 Hospitality Management #
 Human Resource Management#
 Management Anal. & Dec. Making (**mod.**)#
 Marketing Anal. & Dec. Making (**mod.**)#
 Network Design#
 Parliamentary Procedure#
 Stock Market Game (SMG) World Wide*
 Website Development

Individual Events

Accounting Analysis & Decision Making
 Accounting Principles
 Accounting for Professionals (modified)
 Business Communication#
 Business Law
 Client Service
 Computer Applications
 Computer Concepts
 Contemporary Sports Issues
 Cyber Security
 Database Design & Applications
 Desktop Application Programming
 Economic Analysis & Decision Making
 Financial Analysis & Decision Making
 Financial Concepts
 Future Business Executive#
 Future Business Teacher#
 Help Desk#
 Impromptu Speaking
 Information Management
 International Business
 Internet Application Programming
 Job Interview#
 Justice Administration
 Macroeconomics
 Management Concepts (**modified**)
 Marketing Concepts (**modified**)
 Microeconomics
 Networking Concepts
 Project Management
 Public Speaking
 Sales Presentation
 Sports Marketing and Management
 Statistical Analysis
 Telecommunications
 Word Processing

*This is a North Dakota-only event or recognition.

#North Dakota guidelines for this event differ from national guidelines. Please check the national Chapter Management Handbook if competing in this event at the National Leadership Conference.

NOTE: National PBL has additional competitive events. Members should review national guidelines. Notify the state office if you wish to enter any of these events at the National Leadership Conference.

PBL CALENDAR FOR 2009 STATE LEADERSHIP CONFERENCE

State Office Address	State and Nat'l Dues (\$20) Address	SLC Registration Fee Address
Kelly Scholl FBLA-PBL State Director Dept. of Career & Tech Ed. 600 East Boulevard Ave. Dept. 270 Bismarck, ND 58505-0610 Phone: 701-328-2286 FAX: 701-328-1255 e-mail: kscholl@nd.gov	Membership Dues FBLA-PBL P.O. Box 79063 Baltimore, MD 21279 ONE CHECK e-mail: membership@fbla.org	Joel Janke FBLA-PBL Fiscal Agent P.O. Box 6022 Bismarck, ND 58506-6022 Phone: 701-224-8390 e-mail: jcjanke@btinet.net

All due dates are postmark dates (unless otherwise indicated).

All materials are sent to the state office in Bismarck (unless otherwise indicated).

- February 5** Postmark deadline for submitting North Dakota PBL Bylaw Amendments
- February 13** Postmark deadline for:
- ☐ State officer candidate materials
 - ☐ National officer candidate materials
 - ☐ Who's Who in PBL forms due in state office. Every chapter has a winner. State PBL officers are **not** to be local chapter winners. State officers receive award automatically.
 - ☐ Adviser Length of Service Award forms
 - ☐ Pre-conference test requests
- February 27** Postmark deadline for:
- ☐ State and national dues of \$20--**sent directly to national office**
- March 5** Postmark deadline to notify local chapters of proposed ND PBL Bylaws amendments
- March 6** Postmark deadline for:
- ☐ Businessperson of the Year and Honorary Membership Nominations
 - ☐ Retention Award Forms
 - ☐ Community Service Project
 - ☐ Local Chapter Annual Business Report
 - ☐ Registration fee for State Leadership Conference—**sent to fiscal agent**
 - ☐ Competitive event registration form
 - ☐ Future Business Executive, Future Business Teacher, and Job Interview materials
 - ☐ Business Ethics materials
 - ☐ Website Development and E-business address form
 - ☐ Digital Video Production material/forms
 - ☐ Desktop & Internet Application Programming material/forms
 - ☐ Hotel reservations—**sent directly to hotel**
 - ☐ Special Needs Assistance form
- March 13** Postmark deadline for:
- ☐ Completed PBL pre-conference tests
- April 5 -7** **State Leadership Conference, Bismarck**
- April 17** Deadline to notify state office of intent to compete at NLC

2009 State Leadership Conference

Tentative Agenda

“Get The Edge”

Sunday, April 5 (Business Casual Attire – see page 11 for definition)

- 9 a.m. State Officer Meeting
- 1p.m. Registration and Event Confirmation
- 1 p.m. Advisers' Meeting
- 1:30 p.m. Judges/Event Coordinators Meeting
- 2 p.m. Written Test Session I
- 3:30 p.m. Presentation/Interview Events
- 5 p.m. Free Time
- 5:30 p.m. Opening Session (General Session I)
- 6:30 p.m. Meet the Candidates (casual dinner and campaign speeches)
- 7:30 p.m. Social Event

Monday, April 6 (Business Attire)

- 8 a.m. General Session II
- 8:15 a.m. Written Test Session II
- 9:30 a.m. Special Conference Workshop (Keynote Speaker)
- 10 a.m. Judges and Event Coordinators Meeting
- 10:30 – 4:30 Presentation/Interview Events
- 10:30 a.m. Workshops
- 11:30 a.m. Lunch (on your own)
- 12:45 p.m. Written Test Session III
- 2 p.m. Workshops
- 3 p.m. Business Tour
- 6:30 p.m. Banquet
- 8 p.m. Social Event

Tuesday, April 7 (Business Attire)

- 8 a.m. General Session III (Business Meeting and Election of Officers)
- 9:30 a.m. Brunch
- 10 a.m. Awards of Excellence Program
- 12 noon Pick Up Conference Packets

COMPETITIVE EVENTS GUIDELINES



ACCOUNTING ANALYSIS AND DECISION MAKING

Earning a degree in a specific field is important to an individual's future success in the job market. This event recognizes PBL members who possess knowledge across the core curriculum in the area of accounting.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed. This event is designed to test advanced concepts in Accounting.

COMPETENCIES

- ☐ auditing
- ☐ intermediate accounting I and II
- ☐ managerial and cost accounting
- ☐ tax
- ☐ advanced accounting

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Participants must furnish their own No. 2 pencils.
- Participants may bring a financial calculator.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

ACCOUNTING PRINCIPLES

Knowledge of accounting principles is essential in preparing for careers in business. This event provides recognition for PBL members who have an understanding of the basic principles of accounting and who give evidence of their knowledge in solving practical accounting problems.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

- ☐ basic concepts, principles, and terminology
- ☐ measurement, valuation, realization, and presentation of assets
- ☐ financial statements (balance sheet, income statement)
- ☐ accounts payable and receivable
- ☐ ownership structure
- ☐ worksheets
- ☐ professional standards and ethics
- ☐ other financial statements (e.g., cash flow, owner's equity statement, etc.)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants must not have had more than two semesters or four quarters of accounting instruction, with no intermediate accounting courses or advanced accounting courses.*
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Participants must furnish their own No. 2 pencils.
- Participants may bring a financial calculator.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

***Note Event Eligibility Requirements**

ACCOUNTING FOR PROFESSIONALS—MODIFIED

Knowledge of accounting, tax, and auditing principles is essential to a successful career in the accounting profession. These concepts are also useful in business careers outside the accounting profession. This event provides recognition for PBL members who demonstrate a comprehensive understanding of accounting, tax, and auditing principles.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts to be eligible to win an award.

A one (1) hour objective test will be administered at the state conference based on the objective test competencies. The score received on this portion of the event will constitute 50 percent of the final event score.

One (1) hour will be given for the production test. The production test will be administered at the home school prior to the state conference. The score received on this portion of the event will constitute 50 percent of the final event score.

OBJECTIVE TEST COMPETENCIES

- ☐ financial accounting and federal income tax, as well as basic auditing principles and concepts
- ☐ audit controls, evidence, procedures, and reporting
- ☐ measurement, valuation, realization/recognition
- ☐ taxation
- ☐ measurement and presentation of income and expense items
- ☐ presentation of assets and liabilities
- ☐ professional standards and ethics
- ☐ cost accounting
- ☐ accounting concepts, principles, and terminology
- ☐ financial statements and worksheets
- ☐ not-for-profit and governmental accounting
- ☐ ownership structure and valuation of equity accounts

PRODUCTION TEST COMPETENCIES

- ☐ financial statements
- ☐ bank reconciliation
- ☐ payroll
- ☐ trial balance
- ☐ journalizing
- ☐ inventory
- ☐ depreciation
- ☐ adjusting/closing entries

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- A one (1) hour objective test will be administered at the state conference based on the objective test competencies.
- Participants must furnish their own No. 2 pencils.
- Participants may bring a financial calculator.

Production Test

- Documents produced for this event must be prepared by the participants without help from the adviser or any other person.
- No reference materials are allowed.
- Any accounting or spreadsheet software may be used.
- Calculators are not allowed on the production portion of the test.

JUDGING

- Objective tests will be machine graded. This test constitutes 50 percent of the final event score.
- Judging of the skill test will be based on printed copy. Documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 50 percent of the final event score.
- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.

BUSINESS COMMUNICATION

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for PBL members who demonstrate competencies in writing, speaking, and listening concepts.

OVERVIEW

This event consists of two (2) parts: an objective test and a writing sample. Participants are required to complete both parts.

OBJECTIVE TEST COMPETENCIES

- ☐ mechanics of appropriate business English (e.g., grammar, punctuation)
- ☐ format and appropriateness of business messages (letters, reports, memos, e-mail)
- ☐ format and style differences with international communications
- ☐ listening, oral, and nonverbal concepts

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the objective test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Each participant must complete a writing exercise at their home school prior to the State Leadership Conference. No reference materials may be used. The writing exercise must be done on a computer using a word processing program. Thirty (30) minutes will be allowed for this portion of the event.

JUDGING

- The objective test, constituting 50 percent of the final score, will be machine graded.
- The writing exercise, constituting 50 percent of the final score, will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



BUSINESS COMMUNICATION

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Position is clearly stated and consistently maintained. Clear reference(s) to the issue(s) are stated.	0	1-5	6-10	11-15	
Information provided clearly supports the position; evidence is sufficient.	0	1-5	6-10	11-15	
Organization and structure of the exercise is clearly developed.	0	1-5	6-10	11-15	
Readability—use of heading and transitions	0	1-3	4-7	8-10	
Tone is consistent and enhances persuasiveness or is convincing.	0	1-5	6-10	11-15	
Organization					
Writing style.	0	1-3	4-7	8-10	
Mechanics including punctuation, spelling, and capitalization are correct.	0	1-7	8-14	15-20	
Total Writing Sample Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS DECISION MAKING

This event recognizes PBL members who develop competency in management, decision making, and who demonstrate knowledge of these key principles. This event is based on team rather than individual competition. In addition to learning and applying business decision-making skills, team participants develop speaking ability and poise through oral presentations.

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. Participants are required to complete both parts.

OBJECTIVE TEST COMPETENCIES

- ☐ principles of business ownership and management
- ☐ business plans
- ☐ ethics and social responsibilities
- ☐ financial management
- ☐ government regulations
- ☐ human resource management
- ☐ legal issues
- ☐ marketing management
- ☐ taxation

PERFORMANCE COMPETENCIES

- ☐ topic presented in a logical manner
- ☐ communication skills evident through voice projection and diction
- ☐ critical thinking/problem solving used to resolve case
- ☐ presentation includes positive and negative aspects of implementation
- ☐ all team members contribute to presentation
- ☐ effectively answer questions

ELIGIBILITY

- Each local chapter may enter one (1) team comprised of two (2) or three (3) members. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. However, one (1) team member may have entered this event at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Objective Test

- A one-hour (1) written objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Participants must furnish their own No. 2 pencils.
- All teams will be scheduled for a performance.

Case Study Problem

- The case study will consist of a problem encountered by management in one or more of the following areas: business planning, organizational design, economic environment, short-term and long-range planning, personnel management, financial management, and marketing management. All the questions raised in the case must be addressed during the oral presentation.
- Twenty-five (25) minutes before performance, each team will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have ten (10) minutes to present the case.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at nine (9) minutes. When each team is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over ten (10) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the national level. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



BUSINESS DECISION MAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1–5	6–10	11–15	
Alternatives are recognized with pros and cons stated and evaluated	0	1–5	6–10	11–15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1–5	6–10	11–15	
Anticipated results are based on correct reasoning	0	1–5	6–10	11–15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language is used	0	1–5	6–10	11–15	
Team members demonstrated self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
All team members actively participated during the presentation	0	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over ten (10) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS ETHICS

Ethical decision-making is essential in the business world and the workplace. Often, employees must make decisions that are not just about what is right or wrong, but rather clarifying vague choices. This event requires students to organize adequately and deliver a presentation effectively as a team. They should demonstrate critical thinking skills through the careful analysis of the various ethical dimensions that are present in their case study. The case studies are based on real-life situations.

OVERVIEW

Participants are expected to research the case prior to the conference and be prepared to present their findings and solutions at the State Leadership Conference.

The content of the presentation must include good oral communication skills, group collaboration, and critical thinking and analysis. In addition, students will thoroughly research and present their findings.

Participants will be expected to answer judges' questions on their presentations.

PERFORMANCE COMPETENCIES

- ☐ make ethical business decisions in the business world and workplace
- ☐ provide a rationale for ethical decisions presented
- ☐ critical thinking and problem solving
- ☐ effectively answer questions

ELIGIBILITY

- Each local chapter may enter one (1) team comprised of two (2) or three (3) members. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. However, one (1) team member may have entered this event at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2009 NATIONAL LEADERSHIP CASE STUDY

The 2009 case study topic is "Ethics in Marketing" and must identify ethical dilemmas from a business perspective. Students may choose any case related to this topic and the presentation must include one or more of the following aspects:

- ☐ The relationship between the employee and the employer
- ☐ The relationship between the business and the customer
- ☐ The relationship between the business and the economy

PROCEDURES

- Participants are expected to research the case prior to the conference and be prepared to present their findings and solutions.
- Student members, not advisers, must prepare the presentation.
- Facts and working data may be secured from any source.
- Submit three (3) copies of a written synopsis on the case selected, not longer than 500 words. All copies must be submitted in three (3) standard file folders and the folder tab labeled with the participants' names, state, school, and event title. This information must be submitted by the stated deadline prior to the State Leadership Conference.
- One (1) member should introduce the team and describe the ethical situation. All team members must participate in the presentation.

- Teams will be permitted to bring prepared notes on note cards or paper to the presentation area.
- Books, other bound materials, and props are not allowed.
- Equipment may not be used.
- A lectern will be available. No microphone will be used.

Performance

- The team has ten (10) minutes to present.
- A timekeeper will stand at nine (9) minutes and again at ten (10) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over ten (10) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- All team members are expected to actively participate in the performance.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

The presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the national level. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



BUSINESS ETHICS

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content and Recommendation					
Situation is understood and effectively defined	0	1–5	6–10	11–15	
Ethical dimensions of the problem are clearly defined	0	1-5	6-10	11-15	
Team’s position is clearly stated	0	1–3	4–7	8–10	
Effective ethical solution is offered	0	1–5	6–10	11–15	
Delivery					
Thoughts and statements are well organized and clearly stated, appropriate business language used	0	1-5	6-10	11-15	
Team members demonstrate self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
All team members actively participated in the presentation	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS LAW

This event provides recognition for PBL members who possess familiarity with those specific legal areas that most commonly affect personal and business relationships.

OVERVIEW

A one-hour objective test will be administered based on the listed competencies.

COMPETENCIES

- ☐ contracts
- ☐ negotiable instruments
- ☐ agency, partnership & corporation
- ☐ bankruptcy
- ☐ consumer protection and product liability
- ☐ government regulations
- ☐ intellectual property
- ☐ torts
- ☐ ethics
- ☐ wills and decedent's estates
- ☐ environmental law

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

BUSINESS PRESENTATION—NEW

Using technology to support a presentation can significantly enhance a business leader's effectiveness. This event provides recognition for PBL members who demonstrate the ability to deliver an effective business presentation while using presentation technology.

OVERVIEW

This event consists of a presentation give at the State Leadership Conference.

PERFORMANCE COMPETENCIES

- ☐ create an informative presentation on topic given
- ☐ presentation logically arranged
- ☐ use effective and efficient layout and design
- ☐ voice quality and diction is appropriate for audience

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2009 STATE LEADERSHIP CASE STUDY

The topic to be developed in this presentation and used for competition at the 2009 State Leadership Conference will be:

Create a presentation on how individuals—especially youth—can stay safe on the Internet. Include information on paying bills and viewing financial records on the Web, online shopping and banking, sharing personal information (through Web sites such as Facebook, Second Life, and YouTube), and any additional Internet Safety information you feel appropriate for youth. This will be presented to the local high school in your area.

The presentation will be developed prior to the State Leadership Conference and will be used when giving the business presentation.

Copyright and Fair Use Information. It is the policy of FBLA-PBL to comply with state and federal copyright laws. You may use the following Web sites as a reference:

- A. Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>
- B. U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

PROCEDURES

- Student members, not advisers, must prepare the presentation.
- The participants must use a presentation software program as an aid in delivering the business presentation.
- The chapter must provide all equipment for the presentation.
- The individual or team must perform all aspects of the presentation (e.g., speaking, setup, operating equipment). Other members of the chapter may not provide assistance.
- Five minutes (5) will be allowed to set up and remove equipment or presentation items.
- The team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation.

- Visual aids and samples related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees who are not performing participants of this event.

JUDGING

The presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the national level. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



BUSINESS PRESENTATION

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation clearly related to topic	0	1-3	4-7	8-10	
Purpose clearly state	0	1-3	4-7	8-10	
Effectively uses a variety of features of program such as text, graphics, and transitions	0	1-3	4-7	8-10	
Quality of design is professional. Design elements are appropriate for a business presentation; elgl, color choice, font style and size, and so forth	0	1-3	4-7	8-10	
Amount of information is appropriate and timing of presentation is coordinated with delivery	0	1-3	4-7	8-10	
Suitability and accuracy of statements in presentation	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplished purpose	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated, appropriate business language used	0	1-2	3-4	5	
Participant(s) demonstrate self-confidence, poise, and good voice projections	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESSPERSON OF THE YEAR

This event recognizes outstanding leaders from the business sector who have contributed to the success of PBL on the local, state, and/or national levels.

OVERVIEW

- The nominees must be members of the business community. Persons who are full-time employees of educational institutions or departments of education are not eligible for this award; such nominees will be disqualified.
- Nominees must not have been named to this recognition at a previous State Leadership Conference.
- The entry form must be completed by the local chapter and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

ELIGIBILITY

Each chapter may nominate one (1) person for the Businessperson of the Year. Nominees must be members of the business sector, not students or educators.

PROCEDURES

Criteria for selection of nominees at the state level shall include, but is not limited to,

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to local or state chapter projects and activities
- Financial assistance to and sponsorship of activities for local and/or state chapter(s)

The biographical sketch of each nominee should particularly address the above areas.

JUDGING

The executive committee will select the Businessperson of the Year and notify the local chapter and person. They will be recognized at the State Leadership Conference.

You will be notified if the candidate is selected. If you are not notified, the person was not selected as State Businessperson of the Year, and if you wish, you may give this person an award from your chapter.

CLIENT SERVICE

This event provides members with an opportunity to develop and demonstrate skills in interacting with internal and external clients to provide an outstanding client service experience. The client service consultant engages clients in conversations regarding products, handles inquiries, problem solving, and uncovers opportunities for additional assistance. Participants develop speaking ability and poise through presentation as well as critical thinking skills.

OVERVIEW

This event consists of an individual interactive simulation related to client service.

PERFORMANCE COMPETENCIES

- ☐ be able to multitask
- ☐ communication skills
- ☐ translate case into effective, efficient, and spontaneous action
- ☐ work cooperatively with others
- ☐ possess good decision-making and problem-solving skills
- ☐ have a positive and professional demeanor
- ☐ be responsible, reliable, and trustworthy
- ☐ conflict resolution

ELIGIBILITY

- For number of members who may enter this event, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

- Ten (10) minutes before the performance, each participant will receive the scenario.
- Two (2) 4" x 6" note cards will be provided for each participant and may be used during the preparation and performance of the case. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- The participant has five (5) minutes to interact with a panel of judges and demonstrate how he/she would solve the problem. The judges will play the role of the second party in the presentation; refer to the case for specifics. This is a role-play event.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

The presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



CLIENT SERVICE

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Simulation is understood and well-defined	0	1–5	6–10	11–15	
Participant’s position is clearly stated	0	1–5	6–10	11–15	
Effective solution is offered	0	1–5	6–10	11–15	
Delivery					
Thoughts and statements are well organized and clearly stated	0	1–5	6–10	11–15	
Participant demonstrates self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
Demonstrates ability to effectively answer questions	0	1–5	6–10	11–15	
Participant actively interacts with judges	0	1–5	6–10	11–15	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

COMMUNITY SERVICE PROJECT

This event recognizes PBL chapters that successfully implement community service projects to serve the citizens of their community.

OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Participants are required to complete both parts.

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities, but to focus on one project in detail for this report.

All teams will be scheduled for a performance. Performances should describe the project completed. Specifically, the performance should address the community served, member involvement, and results of the project.

COMPETENCIES

- ☐ good communication skills
- ☐ describe project development and implementation
- ☐ describe benefits to the community
- ☐ ability to make a professional presentation
- ☐ effectively answer questions

ELIGIBILITY

- All active local chapters may submit one report of their activity.
- Members (up to three) representing their chapter in the oral presentation portion of this event may compete in three other events.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

I. Report

A. General

- Student members, not advisers, must prepare reports.
- One (1) copy of the written project must be sent to the designated place by the deadline date.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Penalty points will be given if the written project does not adhere to the report cover and report contents guidelines.

B. Report Cover

- Report covers must be of a weight such as cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout covers are allowed, but the page containing the cover information is included in the page count.

- Front cover contains the following information: name of the school, state, name of the event, and year (200x–0x)
- All reports must be bound (e.g., tape binding, spiral binding).

C. Report Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be printed on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

II. Performance

- Five minutes (5) will be allowed to set up equipment or presentation items. The participants must provide all equipment for the presentation.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- Visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Performances are open to conference attendees, except performing participants of this event.

JUDGING

Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will evaluate the reports and the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winning projects may be submitted for competition at the PBL National Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



COMMUNITY SERVICE PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Statement of project goals • Service to the community and its citizens	0	1-5	6-10	11-15	
Planning and development of project	0	1-5	6-10	11-15	
Implementation of project	0	1-5	6-10	11-15	
Impact and benefits to the community	0	1-8	9-18	19-25	
Evidence of publicity	0	1-2	3-4	5	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Creativity of the written presentation and design	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
Subtotal					/100 max.
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> report format does not follow rating sheet					
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



COMMUNITY SERVICE PROJECT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Description of project development and strategies used to implement project	0	1–8	9–18	19–25	
Appropriate level of member involvement	0	1–3	4–7	8–10	
Degree of impact on the community and its citizens	0	1-8	9-18	19-25	
Evidence of publicity received	0	1–2	3–4	5	
Student evaluation of project effectiveness	0	1–2	3–4	5	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1–3	4–7	8–10	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1–3	4–7	8–10	
Subtotal				/100 max.	
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points				/100 max.	
Report Score				/100 max.	
Final Score				/200 max.	

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

COMPUTER APPLICATIONS

Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment utilizing critical thinking and decision making skills. This event provides recognition for PBL members who can efficiently demonstrate computer application skills.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts.

A one (1) hour objective test will be administered at the state conference based on the objective test competencies. The score received on this portion of the event will constitute 15 percent of the final event score.

Two (2) hours will be given for the production test. The production test will be administered at the home school prior to the state conference. Calculators are not allowed on the production portion of the test. The score received on this portion of the event will constitute 85 percent of the final event score.

OBJECTIVE TEST COMPETENCIES

- ☐ basic computer terminology and concepts
- ☐ document formatting rules and standards
- ☐ related computer application knowledge
- ☐ grammar, punctuation, spelling, and proofreading

PRODUCTION COMPETENCIES

- ☐ database—creating a database; applying various functions such as searching, querying, and so on
- ☐ spreadsheets—applying functions such as move, combine, format, creating and applying formulas
- ☐ presentation—preparing text slides with graphics
- ☐ business graphics—bar, line, pie, exploded pie, stacked bar
- ☐ word processing—letters, memorandums, tables, reports, or other type of word processing problems

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the objective test will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- A one (1) hour objective test will be administered at the state conference based on the objective test competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

Skills Test

- Documents produced must be prepared by the PBL competitors without help from the adviser or any other person.

- A Format Guide has been developed to be used as a guide for skill events that require word processing of documents. All documents must be prepared according to the style in the Format Guide.
- Results will be based on mailable copy and the Format Guide.
- The following reference materials are allowed at the test site: word division manuals, dictionaries, the Format Guide, and the Standards of Mailability.

JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on printed copy. Documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.

COMPUTER CONCEPTS

Understanding of computers is integral to the successful operation of business. This event provides recognition for PBL members who understand the basic principles involved in computer technology.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

- ☐ basic computer principles
- ☐ terminology
- ☐ hardware
- ☐ software (applications, operating systems, etc.)
- ☐ networking systems and procedures
- ☐ programming concepts
- ☐ troubleshooting
- ☐ ethics

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

CONTEMPORARY SPORTS ISSUES

This event provides recognition for PBL members who understand and demonstrate knowledge about the current principles and issues of the dynamic sports industry both in this country and internationally.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

- ☐ sports management
- ☐ intercollegiate athletics
- ☐ professional sports
- ☐ sports management and marketing agencies
- ☐ sport tourism
- ☐ international sports
- ☐ sports consumer behavior
- ☐ public relations
- ☐ finance and economics in sports industry
- ☐ sports facility and event management
- ☐ legal considerations
- ☐ sociological aspects of sports

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

CYBER SECURITY

With the increased use of the Internet for browsing, researching, information gathering, and e-commerce, information and cyber security has become a growing concern for businesses throughout our global economy. This event recognizes PBL members who understand security needs for technology.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

- ☐ computer attacks (e.g., virus, spam, spyware, Trojans, hijackers, worms)
- ☐ firewalls
- ☐ intrusion detection
- ☐ network security
- ☐ public key
- ☐ authentication
- ☐ e-mail security
- ☐ disaster recovery
- ☐ forensics security
- ☐ physical security
- ☐ cryptography

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

DATABASE DESIGN AND APPLICATIONS

Databases are necessary to organize data and information in business. This event recognizes PBL members who demonstrate they have acquired entry level skills for understanding database usage and development in business.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts.

A one (1) hour objective test will be administered at the state conference based on the competencies listed. The score received on this portion of the event will constitute 15 percent of the final event score.

One (1) hour will be given for the production test. The production test will be administered at the home school prior to the state conference. The score received on this portion of the event will constitute 85 percent of the final event score.

OBJECTIVE TEST COMPETENCIES

- ☐ data definitions
- ☐ query development
- ☐ table relationships/referential integrity
- ☐ form development
- ☐ report generation

PRODUCTION COMPETENCIES

- ☐ data entry techniques
- ☐ basic organizational structure of a database
- ☐ develop multiple queries
- ☐ set up relational databases
- ☐ edit relationships
- ☐ develop reports including sorting and grouping, inserting graphics, creating headers and footers, and calculating data

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous national Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the objective test will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- A one (1) hour objective test will be administered at the state conference based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

Skills Test

- Documents produced for this event must be prepared by the participant without help from the adviser or any other person.
- No reference materials are allowed.
- Calculators are not allowed on the production portion of the test.

JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on printed copy. Documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.

DESKTOP APPLICATION PROGRAMMING—MODIFIED

Certain types of accounting processes require that each record in the file be processed. Desktop Application Programming focuses on these procedural style processing systems. This event tests the programmer's skill in designing a useful, efficient, and effective program in the area described below.

OVERVIEW

This event consists of two (2) parts: a prejudged program and a performance component. Participants must complete both parts of the event to be eligible to win an award.

The program must address the topic given.

Performances should describe the program completed. Specifically, the performance should address the program creation, processes used, and results of the program. All participants will be scheduled for a performance.

PROJECT COMPETENCIES

- ☐ development of topic is logical and creative
- ☐ code is commented at appropriate points
- ☐ interface is a logical arrangement and contains all necessary information
- ☐ program runs without error
- ☐ readme file is complete

PERFORMANCE COMPETENCIES

- ☐ critical thinking and problem solving
- ☐ oral presentation skills
- ☐ explanation of the program
- ☐ understanding of program language

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous national Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2009 STATE AND NATIONAL TOPIC

You have been hired by the national office of Phi Beta Lambda. You will design a program to keep the data current, allowing the addition and change of records. Each record in the master file contains the members' number, name, school, year joined, a code for active/nonactive, and amount owed.

You will design a report that will produce a list of members from the master file that has the member number, member name, year joined, and amount owed. Include only the members owing a balance. The report footer should include the total number of nonactive members, the total number of active members, total of members owing, and the total amount owed. Print page headings and column headings at the top of each page, allowing for 45 detail lines per page and at the end of the report, the footer information as described below.

You may design your master file, update program, and report output as you see fit.

Desktop Application Programming guidelines continued

Example:

Phi Beta Lambda Current Account Balances

xx/xx/xx

Page: xx

MEMBER NUMBER	MEMBER NAME	SCHOOL NAME	ACCOUNT BALANCE
XXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	999.99
XXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	999.99
XXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	999.99
XXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	999.99

: : : :

Total nonactive members xxxxx

Total active members xxxxx

Total Balance 9,999.99

PROCEDURES

I. Prejudged Program

- One (1) CD/DVD containing the executable object, source file(s) saved as .txt file(s), sample data file student used, and a readme file must be submitted, along with the event entry form (found in Forms section), by the deadline date. The CD/DVD must be labeled with the name of the event, state, name of participant, and school.
- The solution must run stand-alone with no programming errors. The judge will copy the contents of the CD/DVD to C:\NLCDesktop\. The program must be designed so that the program will run when copied to a hard drive with this path. The judge will use a file with the same name and layout as given in the problem but with different data.
- Points will be deducted for any logical errors and entries will be judged according to the rating sheet.
- Programs must be accompanied by a readme file noting software used; name of participants, school, and state; source of information; and instructions on running the program.
- Program should run on Windows 2000 or higher computer including Vista.
- CD/DVD should be free of viruses/malware.
- Programs produced for this event must be prepared by the participant without help.
- The program will constitute 70 percent of the final score

II. Performance Guidelines

- The participant must provide all equipment for the presentation, including a copy of the program.
- Five (5) minutes will be allowed to set up and remove equipment or presentation items.
- The individual has seven (7) minutes to present the program. The judges will interact with the participant during the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Visual aids related to the project may be used; however, no items may be left with the judges.
- Performances are open to conference attendees who are not performing participants of this event.

JUDGING

The program and presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



DESKTOP APPLICATION PROGRAMMING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Program Readability and Style					
Appropriate names of variables used	0	1–2	3–4	5	
Commentary provided line-by-line and/or section is readable, useful, and complete	0	1–5	6–10	11–15	
General program documentation readable, useful, and complete	0	1–7	8–14	15–20	
Input/output and program parameters properly documented	0	1–2	3–4	5	
Readme file contains name, state, school, instructions, and algorithm	0	1–2	3–4	5	
Program Structure and Content					
Program is concise, does not contain unnecessary complexity	0	1–2	3–4	5	
Appropriate data types used	0	1–2	3–4	5	
Algorithms reliable and straightforward	0	1–5	6–10	11–15	
Unusual approaches should be well documented	0	1–3	4–7	8–10	
Results					
Program was error free	0	1–3	4–7	8–10	
The program handled user and/or data input errors well	0	1–5	6–10	11–15	
Program functioned as required and meets requirements	0	1–7	8–14	15–20	
Resulting outputs, screens, and messages were useful	0	1–7	8–14	15–20	
Subtotal					/150 max.
Penalty Points Deduct five (5) points for not adhering to Guidelines.					
<input type="checkbox"/> Event entry form not received <input type="checkbox"/> media labeled incorrectly					
Total Points					/150 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: _____



DESKTOP APPLICATION PROGRAMMING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of the problem	0	1-2	3-4	5	
Description of the planning process used to design the program	0	1-3	4-7	8-10	
Description of program documentation	0	1-3	4-7	8-10	
Description of input/output and program parameters	0	1-5	6-10	11-15	
Description of how the program flows	0	1-7	8-14	15-20	
Description of program structures	0	1-5	6-10	11-15	
Description of the usefulness of the program	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Participant demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Performance Score _____ x 30% =					
Prejudged Program Score _____ x 70% =					
Final Score					/135 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

DESKTOP PUBLISHING

Knowledge of desktop publishing is vital in many aspects of today's visual business publications. This event provides recognition to PBL members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts.

A one (1) hour objective test will be administered at the state conference based on the competencies listed. The score received on this portion of the event will constitute 15 percent of the final event score. This is a collaborative test.

Two (2) hours will be given for the production test. The production test will be administered at the home school prior to the state conference. The score received on this portion of the event will constitute 85 percent of the final event score.

OBJECTIVE TEST COMPETENCIES

- ☐ basic desktop terminology and concepts
- ☐ desktop application knowledge
- ☐ desktop layout rules and standards
- ☐ proofreading

PRODUCTION TEST COMPETENCIES

- ☐ documents address topic and are appropriate for the audience
- ☐ required information is effectively communicated
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ appropriate selection of fonts and type sizes
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea

ELIGIBILITY

- For number of teams that may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each entry must be created by a team of two (2) individuals. The participants must be members of an active local chapter and be on record in the FBLA-PBL state and national offices as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. However, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the objective test at the state conference will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- A one-hour (1) written objective test will be administered at the state conference based on previously listed competencies.
- Team members will take the objective test collaboratively.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

Skills Test

- The team of two participants for this competitive event may use two computers. The participants may also choose to use a scanner and the Internet to download freeware pictures.
- Documents produced for this event must be prepared by the participant without help from the adviser or any other person.
- No reference materials are allowed.
- The finished product may be submitted in black and white or in color on plain paper.

JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on printed copy. Documents will be evaluated by a panel of judges. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference. One member may have competed in this event at a prior NLC or have competed more than two (2) years at the national level.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.

DIGITAL VIDEO PRODUCTION—MODIFIED

Digital video has become a prominent and effective way of conveying new ideas and products. This event provides recognition for PBL members who demonstrate the ability to create an effective video to present an idea to a specific audience.

OVERVIEW

This event consists of two parts: a prejudged project and a performance component. Participants must complete both parts of the event to be eligible to win an award.

A prejudged project should be developed based on the topic listed below.

All participants will be scheduled for a performance to explain the development and contents of the video production.

PROJECT COMPETENCIES

- ☐ document addresses topic and is appropriate for the audience
- ☐ required information is effectively communicated
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ☐ copyright laws followed

PERFORMANCE COMPETENCIES

- ☐ presentation of topic is developed logically and systematically
- ☐ design process effectively communicated
- ☐ tips, techniques, and tools used are explained
- ☐ voice quality and diction are appropriate for the setting
- ☐ self-confidence apparent through knowledge of content and articulation of ideas
- ☐ effectively answer questions

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants may compete in this event again if they have not competed in it at a previous national Leadership Conference. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2009 STATE AND NATIONAL TOPIC

Create a promotional digital video highlighting a teaching career in business education. Some of your points might include (1) testimonials from students and teachers, (2) nature of work, (3) working conditions, (4) employment opportunities, (5) training and other qualifications, (6) advancement, (7) professional opportunities to serve, (8) professional networking with other teachers, and (9) other points about teaching that you would like to include. The main audience of this video will be high school juniors and seniors, so be sure to include language and technologies that will appeal to them.

Copyright and Fair Use Information. It is the policy of FBLA-PBL to comply with state and federal copyright laws. You may use the following Web sites as a reference:

- A. Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>
- B. U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

PROCEDURES

I. Prejudged Project

- Presentations must address the given topic. Student members, not advisers, must prepare presentations.
- Presentations should be at least two (2) and no more than four (4) minutes in length.
- Entries may be created in any video editing program, but must play on a Windows-based computer. The program must include a player or viewer to run the production.
- The production may use any method to capture or create moving images.
- Documentation must indicate that the music is royalty free.
- Entries must be accompanied by a readme file (300 words or less) noting software used, sources of information, references, and instructions of running the presentation.
- Submit one (1) CD or DVD, along with the event entry form (found in Forms section), by the deadline date. CDs or DVDs must be clearly labeled with the name of the event, state, school, and participant's name.
- Members are expected to follow all applicable copyright laws and may be disqualified if items are not documented.
- The video production will be prejudged according to the rating sheet.

II. Performance

- The presentation is an explanation of the digital video production. The digital video or portions of the video may be shown to the judges. The presentation should include, but not be limited to: sources used to research the topic; development and design process; use of different video techniques; a list of equipment and software used; and copyright issues with pictures, music, or other items.
- Presentation of the entry must be conducted by participants who authored the event.
- Five minutes (5) will be allowed to set up and remove equipment or presentation items. The participants must provide all equipment for the presentation including a copy of the CD/DVD.
- The individual or team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- Visual aids related to the project may be used; however, not items may be left with the judges.
- The individual or team will have seven (7) minutes to describe the project.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- All team members are expected to actively participate in the performance.
- Performances are open to conference attendees who are not performing participants of this event.

JUDGING

Projects will be judged by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winners or alternate, are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the national level.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



DIGITAL VIDEO PRODUCTION

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Theme properly developed	0	1-7	8-14	15-20	
Elements included in presentation are suitable, appropriate, and directed towards a specific audience	0	1-3	4-7	8-10	
Copyright laws have been followed and permissions are cited in readme file	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-7	8-14	15-20	
Effective use of innovative technology	0	1-7	8-14	15-20	
Proper use of grammar, spelling, punctuation, etc.	0	1-2	3-4	5	
Readme file	0	1-2	3-4	5	
Presentation					
Presentation includes an effective opening, body, and conclusion	0	1-7	8-14	15-20	
Transitions are effective and appealing	0	1-5	6-10	11-15	
Audio and visual elements coordinated and complimentary	0	1-5	6-10	11-15	
Audio Editing • Good quality • Appropriate volume	0	1-5	6-10	11-15	
Proper Use of Video Technology • Video uses multiple camera angles • Video is smooth and steady • Video is in focus	0	1-5	6-10	11-15	
Titles and graphics enhance overall quality or presentation	0	1-5	6-10	11-15	
Presentation effective at motivating audience to action	0	1-5	6-10	11-15	
Subtotal					/200 max.
Time Penalty Deduct five (5) points for presentations over four (4) minutes. Time: _____					
Penalty Points Deduct five (5) points for not adhering to Guidelines. <input type="checkbox"/> Event entry form not received <input type="checkbox"/> media labeled incorrectly _____					
Final Score					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: _____



DIGITAL VIDEO PRODUCTION

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Development of the topic in the presentation	0	1-3	4-7	8-10	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Development and design process	0	1-7	8-14	15-20	
Use and development of the video	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated, appropriate business language used	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, poise, and good voice projections	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

E-BUSINESS—MODIFIED

One critical element in a business' success in today's global market is the ability to sell products and services to the consumer via the Internet. This event recognizes PBL members who have developed proficiency in the creation and design of Web commerce sites.

OVERVIEW

This event consists of two parts: a prejudged project and a performance component. Participants must complete both parts of the event to be eligible to win an award.

A prejudged project should be developed based on the topic listed below.

All participants will be scheduled for a performance to explain the development and contents of the E-Business Web site.

PROJECT COMPETENCIES

- ☐ document addresses topic and is appropriate for the audience
- ☐ required information is effectively communicated
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ appropriate selection of fonts and type sizes
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ☐ project components function without error

PERFORMANCE COMPETENCIES

- ☐ presentation of topic is developed logically and systematically
- ☐ design process effectively communicated
- ☐ tips, techniques, and tools used are represented
- ☐ self-confidence apparent through knowledge of content and articulation of ideas
- ☐ ability to make a business-like presentation
- ☐ effectively answer questions

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants may compete in this event again if they have not competed in it at a previous national Leadership Conference. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2009 STATE AND NATIONAL TOPIC

Your PBL chapter has asked you to design a Web site for a flower and plant sale. Create a Web site where customers can preorder flowers and plants. The site should be designed to generate revenue for the chapter. Included in the site should be a navigation bar to allow customers to view and select for purchase all items for sale. It must also offer a shopping cart, pricing and payment information—including payment options, delivery options, and security/service information.

Copyright and Fair Use Information. It is the policy of FBLA-PBL to comply with state and federal copyright laws. You may use the following Web sites as a reference:

- A. Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>
- B. U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

PROCEDURES

I. Prejudged Project

- Student members, not advisers, must prepare projects.
- An event entry form (found in Forms section), must be submitted by the deadline date.
- The Web site must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the official entry date. Judging of the E-business site will take place before the State Leadership Conference
- Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the site. Members are expected to follow all applicable copyrights laws and may be disqualified if items are used inappropriately and not documented.
- E-business sites should be designed to allow for viewing by as many different platforms as possible.

II. Performance

- The presentation is an explanation of the E-business Web site, and the Web site may be shown to the judges when explaining the site. The team or individual will be able to access his/her URL. The explanation should include, but not be limited to: development of the topic; development and design process; use and implementation of innovative technology; use and development of media elements; and copyright issues with pictures, music, and other items.
- Presentation of the entry must be conducted by participants who authored the event.
- A Windows-based computer, projection device, and screen will be provided for the presentation with an Internet connection. Use of a USB drive is allowed on the equipment provided.
- The individual or team has five (5) minutes to present.
- Visual aids related to the project may be used; however, not items may be left with the judges.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over five (5) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- All team members are expected to actively participate in the performance.
- Performances are open to conference attendees who are not performing participants of this event.

JUDGING

Projects will be judged by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATONAL COMPETITION

The first and second place award winners or alternate, are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the national level.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



E – BUSINESS

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Fonts, colors, and graphics enhance aesthetic appeal	0	1–3	4–7	8–10	
Format is consistent and appropriate	0	1–3	4–7	8–10	
Graphic design shows creativity, originality, and supports topic	0	1–5	6–10	11–15	
Site uses innovative technology tools and enhancements effectively	0	1–3	4–7	8–10	
Site Navigation					
All links are functional	0	1–7	8–14	15–20	
Links show consistent format	0	1–3	4–7	8–10	
Navigational path allows customers to make purchasing decisions easily	0	1–7	8–14	15–20	
Navigational scheme logical and effective	0	1–3	4–7	8–10	
Content					
Effectiveness of site	0	1–8	9–18	19–25	
Solution adequately addresses assigned topic	0	1–5	6–10	11–15	
Application Design					
Form fields are validated	0	1–5	6–10	11–15	
Transaction data is appropriately prepared for payment gateway on secured site	0	1–3	4–7	8–10	
Technical					
Proper use of grammar, spelling, etc.	0	1–3	4–7	8–10	
Site is compatible with multiple browsers	0	1–3	4–7	8–10	
Copyright laws have been followed: permissions are cited on the Web site; and the use of templates identified at the bottom of the home page	0	1–3	4–7	8–10	
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



E - BUSINESS

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Development of the topic	0	1-7	8-14	15-20	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Development and design process	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated, appropriate business language used	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, poise, and good voice projections	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over five (5) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

ECONOMIC ANALYSIS AND DECISION MAKING

Earning a degree in a specific field is important to an individual's future success in the job market. This event recognizes PBL members who possess knowledge across the core curriculum in the area of economics.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

- ☐ microeconomics
- ☐ macroeconomics
- ☐ comparative economic systems
- ☐ history of economic thought
- ☐ international trade
- ☐ labor economics
- ☐ money and banking
- ☐ public sector economics

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

FINANCIAL ANALYSIS AND DECISION MAKING

Earning a degree in a specific field is important to an individual's future success in the job market. This event recognizes PBL members who possess knowledge across the core curriculum in the area of finance.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ financial institutions and markets
- ☐ investments
- ☐ capital management
- ☐ financial management/managerial finance
- ☐ business finance/corporate finance

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils.
- Participants may bring a financial calculator.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

FINANCIAL CONCEPTS

Social, political, legal, and technical aspects of financial development and management are essential elements for contemporary study in business finance. This event provides recognition for PBL members who understand financial models and techniques used in reaching effective financial decisions.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ financial instruments and institutions
- ☐ time value of money
- ☐ cost of capital and capital budgeting
- ☐ evaluation and rates of return
- ☐ financial analysis
- ☐ capital investment decisions
- ☐ financial risks and returns
- ☐ international finance

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Participants may bring a financial calculator.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

FINANCIAL SERVICES

Understanding how different types of financial services institutions work is important to successful business ownership and management. This event provides recognition for PBL members who can demonstrate knowledge and understanding of the skills necessary in the general operations of various components of the financial services industry.

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. Participants are required to complete both parts.

OBJECTIVE TEST COMPETENCIES

- ☐ concepts and practices
- ☐ government regulations
- ☐ basic terminology
- ☐ impact of technology on services
- ☐ types and differences between the various types of institutions
- ☐ ethics
- ☐ taxation
- ☐ careers in financial services

PERFORMANCE OBJECTIVES

- ☐ critical thinking and problem solving
- ☐ describe case study and explain recommendations
- ☐ communication skills
- ☐ explain strength and weakness of proposed solution
- ☐ effectively answer questions

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Objective Test

- A one-hour (1) written objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Participants must furnish their own No. 2 pencils.
- Financial calculators may be used on the objective test.
- All teams will be scheduled for a performance.

Case Study Problem

- Twenty (20) minutes before the performance, each team will receive the case study.

- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- The individual or team has seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the national level. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



FINANCIAL SERVICES

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Problem is understood and well-defined	0	1–7	8–14	15–20	
Alternatives are recognized with pros and cons stated and evaluated	0	1–5	6–10	11–15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1–5	6–10	11–15	
Demonstrates knowledge and understanding of banking and financial systems concepts	0	1–7	8–14	15–20	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1–3	4–7	8–10	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
Demonstration of ability to effectively answer questions	0	1–3	4–7	8–10	
Subtotal					
					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					
					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FUTURE BUSINESS EXECUTIVE

The event honors outstanding PBL members who have demonstrated leadership qualities, participation in PBL, executive potential, and evidence of knowledge and skills essential for successful careers in business.

OVERVIEW

This event consists of three (3) parts: submission of a letter of application with a resume, an application form, and an interview. Participants are required to complete all three parts.

A letter of application and resume must be submitted in three (3) folders prior to the State Leadership Conference.

Sixty (60) minutes will be given for participants to complete a job application with questions at the home school prior to the State Leadership Conference.

Each participant will be scheduled for a ten (10) minute interview.

PERFORMANCE COMPETENCIES

- ☐ letter and resume complete
- ☐ ability to answer questions effectively
- ☐ demonstrates self-confidence, initiative, and assertiveness
- ☐ ability to communicate career knowledge and plans
- ☐ participation in school, community, and leadership activities

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the interview will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURE

I. Letter and Resume

- A one-page letter of application (original or copy) addressed to a specific person and company, for a position for which the applicant is currently qualified.
- A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed
- All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, state, participant's name, and school. Include participant's name on all pages submitted.
- A deduction of five (5) points will be made from the score of participants who submit materials but do not adhere to the event guidelines for the submission of proper materials.
- Student members, not advisers, must prepare the letters of application and resumes.

II. Application

- Sixty (60) minutes will be given for participants to complete a job application with questions at the home school prior to the State Leadership Conference.
- Three copies of the application must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, state, participant's name, and school. Include participant's name on all pages of the application.

- The participant may bring an additional copy of his or her resume and a one-page sheet of references to assist in completion of the job application form. No other reference materials may be used.

III. Interview

- Participants will be scheduled for a ten (10) minute interview.
- Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges.

JUDGING

The interview, letter of application, resume, and job application form with questions will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winners, or alternates, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



FUTURE BUSINESS EXECUTIVE

Interview Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Poise, maturity, and attitude	0	1–2	3–4	5	
Self-confidence, initiative, and assertiveness	0	1–2	3–4	5	
Demonstration of ability to effectively answer questions	0	1–3	4–7	8–10	
Professional appearance (meets dress code requirements)	0	1–3	4–7	8–10	
Leadership Ability					
Participation and leadership in FBLA-PBL	0	1–5	6–10	11–15	
Participation in other school and/or community organizations	0	1–3	4–7	8–10	
Demonstration of outstanding achievement	0	1–3	4–7	8–10	
Career knowledge and career plans	0	1–5	6–10	11–15	
Application Materials					
Effectiveness of application materials (resume and letter of application)	0	1–3	4–7	8–10	
Effectiveness of job application	0	1–3	4–7	8–10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FUTURE BUSINESS TEACHER

This event honors outstanding PBL members who demonstrate teaching potential, leadership qualities, and evidence of knowledge and skills essential for successful careers in teaching business and/or marketing subjects.

OVERVIEW

This event consists of three (3) parts: submission of a letter of application with a resume, an application form with questions, and an interview.

A letter of application and resume must be submitted in three (3) folders prior to the State Leadership Conference.

Sixty (60) minutes will be given for participants to complete a job application with questions at the home school prior to the State Leadership Conference.

Each participant will be scheduled for a ten (10) minute interview.

PERFORMANCE COMPETENCIES

- ☐ ability to answer questions effectively
- ☐ demonstrates self-confidence, initiative, and assertiveness
- ☐ ability to communicate career knowledge and plans
- ☐ participation in school, community, and leadership activities

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the interview will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURE

I. Letter and Resume

- A letter of application and resume must be submitted. These materials must support an application for a teaching position for which the participant is currently qualified, or for which the participant will be qualified at the end of the current academic year.
- A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
- A recommendation (original or copy) from an educator attesting to the participant's potential teaching ability.
- All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, state, participant's name, and school. Include participant's name on all pages submitted.
- A deduction of five (5) points will be made from the score of participants who submit materials but do not adhere to the event guidelines for the submission of proper materials.
- Student members, not advisers, must prepare the letters of application and resumes.

II. Application

- Sixty (60) minutes will be given for participants to complete a job application with questions at the home school prior to the State Leadership Conference.

- Three copies of the application must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, state, participant's name, and school. Include participant's name on all pages of the application.
- The participant may bring an additional copy of his or her resume and a one-page sheet of references to assist in completion of the job application form. No other reference materials may be used.

III. Interview

- Participants will be scheduled for a ten (10) minute interview.
- Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges.

JUDGING

The interview, letter of application, resume, and job application form with questions will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winners, or alternates, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



FUTURE BUSINESS TEACHER

Interview Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Poise, maturity, and attitude	0	1–2	3–4	5	
Self-confidence, initiative, and assertiveness	0	1–2	3–4	5	
Demonstration of ability to effectively answer questions	0	1–3	4–7	8–10	
Professional appearance (meets dress code requirements)	0	1–3	4–7	8–10	
Leadership Ability					
Evidence of skills for teaching business	0	1–3	4–7	8–10	
Participation and leadership in FBLA-PBL	0	1–3	4–7	8–10	
Participation in other school and/or community organizations	0	1–3	4–7	8–10	
Demonstration of outstanding achievement	0	1–3	4–7	8–10	
Career knowledge and career plans	0	1–3	4–7	8–10	
Application Materials					
Effectiveness of application materials (resume and letter of application)	0	1–3	4–7	8–10	
Effectiveness of job application	0	1–3	4–7	8–10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

HELP DESK

The ability to provide technical assistance to the users of computer hardware and software is essential to the success of any organization and its continued operation. This event provides recognition for PBL members who demonstrate an understanding of and ability to provide technical assistance to end users.

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. Participants are required to complete both parts.

OBJECTIVE TEST COMPETENCIES

- ☐ operating systems hardware and set-up and operation
- ☐ software applications
- ☐ networking and network connection issues
- ☐ e-mail
- ☐ Internet access
- ☐ printing
- ☐ hardware protection including spam, virus protection, and critical updates
- ☐ communications skills

PERFORMANCE COMPETENCIES

- ☐ identify computer or networking problems
- ☐ communication skills
- ☐ translate case into effective, efficient, and spontaneous action
- ☐ work cooperatively with others
- ☐ possess good decision-making and problem-solving skills
- ☐ troubleshoot problems
- ☐ professional presentation
- ☐ be responsible, reliable, and trustworthy

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Objective Test

- A one-hour (1) written objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Participants must furnish their own No. 2 pencils.
- All participants will be scheduled for a performance.

Case Study Problem

- Ten (10) minutes before the performance, each participant will receive the scenario.
- Two (2) 4" x 6" note cards will be provided for each participant and may be used during the preparation and performance of the scenario. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.

- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- The participant has five (5) minutes to interact with a panel of judges and demonstrate how he/she would solve the problem. The judges will play the role of the second party in the presentation; refer to the case for specifics. This is a role-play event.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.
- The performance is open to conference attendees, except performing participants of the event.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



HELP DESK

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Problem Identification					
Described the situation(s)	0	1–3	4–7	8–10	
Problem/incident properly documented	0	1–3	4–7	8–10	
Issued a solution or recommendation(s), resolved problem	0	1–5	6–10	11–15	
Technology					
Basic hardware/software knowledge, used correct terminology	0	1–2	3–4	5	
Demonstrated ability to effectively answer client's technical questions	0	1–3	4–7	8–10	
Meets the needs of the client/customer	0	1–3	4–7	8–10	
Demonstrated troubleshooting skills and effective investigative methods	0	1–3	4–7	8–10	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1–3	4–7	8–10	
Participant demonstrates self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
Demonstrated conflict resolution skills	0	1–2	3–4	5	
Closure	0	1–2	3–4	5	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Objective Test Score (to be used in the event of a tie)					

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

HONORARY MEMBERSHIP IN NORTH DAKOTA PBL

This event recognizes persons who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and national levels.

OVERVIEW

- The nominees must be persons from the business or educational community who have contributed to the success of PBL.
- The entry form must be completed by the local chapter and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

ELIGIBILITY

Each chapter may nominate one or two persons as candidate(s) for an Honorary Member in North Dakota PBL.

REGULATIONS

- Honorary Members may be nominated from those who are employed in government, local teachers, school administrators, employees of local educational agencies, or other interested people in the community.
- Nominees must not have been named to this event at a previous State Leadership Conference.
- The entry form must be completed by the local chapter and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

PROCEDURES

The biographical sketch of each nominee should address the following areas:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contributions to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapter(s)

JUDGING

The executive committee will select honorary members and notify the local chapter and person(s). They will be recognized at the State Leadership Conference.

You will be notified if your candidate is selected. If you are not notified, the person was not selected as an honorary member, and if you wish, you may give this person an award from your chapter.

HOSPITALITY MANAGEMENT

Hospitality is an important aspect of business and society. This area includes involvement in the hotel, restaurant, and tourism industry. This event provides recognition to PBL members who have the ability to help other people enjoy both leisure and business travel and events.

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. Participants are required to complete both parts.

OBJECTIVE TEST COMPETENCIES

- ☐ marketing concepts
- ☐ operations and management functions
- ☐ human resources
- ☐ customer expectations
- ☐ legal issues, financial management, and budgeting
- ☐ current industry trends
- ☐ environmental and global issues

PERFORMANCE COMPETENCIES

- ☐ critical thinking and problem solving
- ☐ describe case study and explain recommendations
- ☐ communication skills
- ☐ explain strength and weakness of proposed solution
- ☐ effectively answer questions

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Participants must furnish their own No. 2 pencils.
- All teams will be scheduled for a performance.

Case Study Problem

- Twenty (20) minutes before performance, each team will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.

- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- The individual or team has seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics..
- Participants should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the national level. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



HOSPITALITY MANAGEMENT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participant(s) show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

HUMAN RESOURCE MANAGEMENT

Managing human resources is an important aspect of the business world. Planning is necessary to ensure and anticipate future personnel needs and to secure the needs and rights of the people resources. This event recognizes PBL members who understand the techniques and skills involved in human resource management.

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. Participants are required to complete both parts.

OBJECTIVE TEST COMPETENCIES

- ☐ recruiting and selection
- ☐ employee compensation and benefits
- ☐ governmental regulations and issues
- ☐ training and development
- ☐ human resource planning
- ☐ labor relations and collective bargaining
- ☐ effective personnel management

PERFORMANCE COMPETENCIES

- ☐ critical thinking and problem solving
- ☐ describe case study and explain recommendations
- ☐ communication skills
- ☐ explain strength and weakness of proposed solution
- ☐ effectively answer questions

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Participants must furnish their own No. 2 pencils.
- All teams will be scheduled for a performance.

Case Study Problem

- Twenty (20) minutes before the performance, each team will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.

- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics.
- Participants should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the national level. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



HUMAN RESOURCE MANAGEMENT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participant(s) show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: _____

IMPROMPTU SPEAKING

The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes PBL members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.

OVERVIEW

Participants will be given a topic related to one or more of the following: FBLA-PBL Goals, FBLA-PBL activities, FBLA-PBL current national programs, current events, and/or relevant business topics. The goals include:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of the American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

PRESENTATION COMPETENCIES

- ☐ extemporaneously speak on a subject
- ☐ clarity of voice
- ☐ critical thinking and problem solving
- ☐ poised manner
- ☐ professional appearance

ELIGIBILITY

- For number of members who may enter this event, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURE

- Participants will be given the topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges. All participants will address the same topic in their speeches.
- Two (2) 4" x 6" note cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the note card. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or presentation.
- Each speech should be four (4) minutes in length.
- A timekeeper will stand at three (3) minutes and again at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for time under 3:31 or over 4:29 minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



IMPROMPTU SPEAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to the topic	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-3	4-7	8-10	
Organization					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Participant demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, and convincing	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

INFORMATION MANAGEMENT

Information is a fundamental resource of a business organization. Employees must understand the impact of technology on the efficient processing of information. This event provides recognition for PBL members who demonstrate knowledge in the areas of information management, decision making, human relations, and time management.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ resource management (human, financial, data)
- ☐ telecommunications and networking technology
- ☐ decision making
- ☐ E-business systems
- ☐ business communications
- ☐ ethics
- ☐ human relations

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

INTERNATIONAL BUSINESS

This event recognizes PBL members who demonstrate knowledge of the basic principles of management, marketing, and economics of international business.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ ownership and management
- ☐ legal issues
- ☐ communication (including culture and language)
- ☐ global business environment
- ☐ treaties and trade agreements
- ☐ marketing
- ☐ taxes and government regulations
- ☐ finance
- ☐ currency exchange
- ☐ human resource management

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

INTERNET APPLICATION PROGRAMMING—MODIFIED

With ease of support being uppermost in the minds of companies in today's market, programs that serve via an Internet browser are faster and much easier to maintain. Internet Application Programming focuses on systems that are used over the Internet or an intranet. This event tests the programmer's skill in designing a useful, efficient, and effective program.

OVERVIEW

This event consists of two (2) parts: a prejudged program and a performance component. Participants must complete both parts of the event to be eligible to win an award.

The program must address the topic given.

Performances should describe the program completed. Specifically, the performance should address the program creation, processes used, and results of the program. All participants will be scheduled for a performance.

PROJECT COMPETENCIES

- ☐ document addresses topic and is appropriate for the audience
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ appropriate selection of fonts and type sizes
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ☐ required information is effectively communicated
- ☐ copyright laws followed

PERFORMANCE COMPETENCIES

- ☐ explanation of the program is logical and systematic
- ☐ understanding a program language is evident
- ☐ design process effectively communicated
- ☐ tips, techniques, and tools used are presented
- ☐ professional presentation
- ☐ self-confidence apparent through knowledge of content and articulation of ideas
- ☐ effectively answer questions

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous national Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2009 STATE AND NATIONAL TOPIC

Create a Web application that will allow people to RSVP for a planned dinner event. This should include a Web form that will allow people to either choose to attend the function or decline the invitation. Two files or tables should be included on a web server, one table/file will track first name, last name, mailing address, e-mail address, phone numbers and whether or not they will be attending. The second table/file will track via a foreign key from the first table/file the total number attending in each party and the breakdown of the dinner

Internet Application Programming guidelines continued

meal selection (There should be at least three choices each for the entrée and the dessert) for the group. The number of entrées and/or desserts should not be larger than the number in the party. Include validation to insure duplicate entries are not made in the attending list.

Create a second interface that will allow the event management to summarize the names of those parties attending with their indicated number of attendees as well as the other information requested (address, e-mail, phone numbers, dinner meal selection). Include in the summary a total of all attendees. This should be output in a formatted list.

Additionally, allow the generation of a formatted list of the names, e-mails, and phone numbers of those not attending. If database tables are used for the application, include table layout information along with the scripts created for the rest of the application.

Sample of data in table/file 1.

Key	FirstName	LastName	MailingAddress	City	State	Zip	E-mail	WorkPhone	HomePhone	CellPhone	NumAttending
1	John	Smith	123 Main St	Home	VA	20107	a@b.com	999 999 9999	888 888 8888	777 777 7777	0*
2	Jane	Doe	987 Elm Drive	Town	FL	32006	r@o.edu	789 789 7878	456 456 4545	123 123 1212	3
3	John	Smith	456 Oak Avenue	Orange	IA	50836	t@b.org	321 321 9510	654 654 7530	987 987 8520	1

*Value of 0 in NumAttending means not attending

Sample of data in table/file 2.

Key	KeyFrom1	Entrée 1	Entrée 2	Entrée 3	Dessert 1	Dessert 2	Dessert 3
1	2	1	2	0	1	1	1
2	3	0	0	1	0	1	0

PROCEDURES

III. Prejudged Program

- One (1) CD/DVD containing the items listed in the next bullet must be received by the national center for judging by the deadline date. The CD/DVD must be labeled with the name of the event, state, name of participant, and school.
- The CD/DVD should include the URL of the start page for the application, a listing of the source code in a text file, file/table layouts in a text file, and a listing of the data files/tables in a text file.
- The URL must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the official entry. Judging of the program will take place before the State Leadership Conference.
- The solution must run with no programming errors and entries will be judged according to the rating sheet.
- Points will be deducted for any logical errors.
- Programs must be accompanied by a readme file noting software used; name of participant, school, and state; source of information; and instructions on running the program.
- Program should run on Internet Explorer 6.0 or higher. Other browsers may also be used for grading.
- CD/DVD should be free of viruses/malware.
- Programs produced for this event must be prepared by the participant without help.
- The program will constitute 70 percent of the final score

IV. Performance Guidelines

- Visual aids related to the project may be used; however, no items may be left with the judges.
- The individual has seven (7) minutes to present the case describing the program. The judges will interact with the participant during the presentation.
- The participant must provide all equipment for the presentation, including a copy of the program.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Participant is responsible for bringing a copy of the program.
- A Windows-based computer, projection device, and screen will be provided for the presentation with an Internet connection. Use of a USB drive is allowed on the equipment provided.
- Performances are open to conference attendees who are not performing participants of this event.

JUDGING

The program and presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



INTERNET APPLICATION PROGRAMMING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Fonts, colors, and graphics enhance aesthetic appeal	0	1–3	4–7	8–10	
Site uses innovative technology tools and enhancements effectively	0	1–5	6–10	11–15	
Content					
Effectiveness of site	0	1–3	4–7	8–10	
Solution adequately addresses assigned topic	0	1–5	6–10	11–15	
Application Design					
Form fields are validated	0	1–5	6–10	11–15	
Application optimized for speed	0	1–3	4–7	8–10	
Transaction data is appropriately prepared for assigned topic	0	1–3	4–7	8–10	
Results					
Program was error free	0	1–3	4–7	8–10	
The program handled user and/or data input errors well	0	1–5	6–10	11–15	
Program functioned as required and meets requirements	0	1–7	8–14	15–20	
Resulting outputs, screens, and messages were useful and correct	0	1–7	8–14	15–20	
Subtotal					/150 max.
Penalty Points Deduct five (5) points for not adhering to Guidelines.					
<input type="checkbox"/> Event entry form not received <input type="checkbox"/> media labeled incorrectly _____					
Total Points					/150 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



INTERNET APPLICATION PROGRAMMING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of the problem	0	1-2	3-4	5	
Description of the planning process used to design the program	0	1-3	4-7	8-10	
Description of program documentation	0	1-3	4-7	8-10	
Description of input/output and program parameters	0	1-5	6-10	11-15	
Description of how the program flows	0	1-7	8-14	15-20	
Description of program structures	0	1-5	6-10	11-15	
Description of the usefulness of the program	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Participant demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Performance Score			_____ x 30% =		
Prejudged Program Score			_____ x 70% =		
Final Score					/135 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

JOB INTERVIEW

This event recognizes PBL members who demonstrate proficiency in applying for employment in business.

OVERVIEW

This event consists of three (3) parts: a letter of application and resume, a job application form, and an interview.

A letter of application and resume must be submitted in three (3) folders prior to the State Leadership Conference. Each participant must apply for a business or business-related job at a company of their choice. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.

Sixty (60) minutes will be given for participants to complete a job application with a writing prompt at the home school prior to the State Leadership Conference.

All participants will be scheduled for a ten (10) minute interview.

PERFORMANCE COMPETENCIES

- ☐ exhibit a professional and poised appearance
- ☐ ability to answer questions effectively
- ☐ demonstrates self-confidence
- ☐ ability to communicate career knowledge and plans

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are either enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the interview will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURE

I. Letter and Resume

Participants will apply for a position at a company of their choice.

- A one-page letter of application (original or copy) from the participant.
- A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed
- All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, state, participant's name, and school. Include participant's name on all pages submitted.
- A deduction of five (5) points will be made from the score of participants who submit materials but do not adhere to the event guidelines for the submission of proper materials.
- Student members, not advisers, must prepare the letters of application and resumes.

II. Application

- Sixty (60) minutes will be given for participants to complete a job application with questions at the home school prior to the State Leadership Conference.
- Three copies of the application must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, state, participant's name, and school. Include participant's name on all pages of the application.

- The participant may bring an additional copy of his or her resume and a one-page sheet of references to assist in completion of the job application form. No other reference materials may be used.

III. Interview

- Participants will be scheduled for a ten (10) minute interview.
- Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges.

JUDGING

The interview, letter of application, resume, and job application form with questions will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



JOB INTERVIEW

Interview Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Professional appearance (meets dress code requirements)	0	1–2	3–4	5	
Proper greeting, introduction, and closing	0	1–2	3–4	5	
Poise, maturity, and attitude	0	1–3	4–7	8–10	
Self-confidence, initiative, and assertiveness	0	1–3	4–7	8–10	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1–3	4–7	8–10	
Illustrates adequate qualifications for the position	0	1–7	8–14	15–20	
Possesses career knowledge about the position	0	1–3	4–7	8–10	
Justifies career plans	0	1–3	4–7	8–10	
Application Materials					
Effectiveness of application materials (resume and letter of application)	0	1–3	4–7	8–10	
Effectiveness of job application	0	1–3	4–7	8–10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

JUSTICE ADMINISTRATION

This event provides recognition for PBL members who can identify, understand, and demonstrate knowledge about general criminal justice concepts.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ nature of crime, law, and criminal justice (victimization, substance and procedure, and current justice trends with terrorism, homeland security and cyber crime)
- ☐ police and law enforcement (history and organization, role and function, and professional, social, and legal issues)
- ☐ courts and adjudication (prosecution and defense, pretrial procedures, criminal trial and punishment and sentencing)
- ☐ corrections and alternative sanctions (community sentences, history and current information on corrections, and prison life)
- ☐ juvenile justice system

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

LARGEST LOCAL CHAPTER MEMBERSHIP

Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters that have attained the largest membership in PBL.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid PBL members on record in the FBLA-PBL state office on the cut-off date of the current school year.

STATE AWARDS

An award is presented at the State Leadership Conference to the largest PBL chapter in North Dakota.

LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP

Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to local chapters that have attained the largest percentage of increase in local chapter membership in PBL.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid members on record in the FBLA-PBL state office at the cut-off date established for the previous and current school years.

STATE AWARDS

An award is presented at the State Leadership Conference to the top local chapter that attained the highest percentage of membership increase in PBL.

LARGEST PERCENTAGE OF RETENTION IN LOCAL CHAPTER MEMBERSHIP (North Dakota Only Event)

Effective state and national programs depend on membership support and growth. Retaining members from year to year provides resources for experienced members to serve local chapters and new members. Membership retention offers a worthwhile experience in public relations and leadership. Recognition is given to local chapters in North Dakota that have retained the largest percentage of members from the previous year.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

- Official membership records are maintained at the state office; however, to enter this event the entry form must be completed. The form can be found in the "Forms" section of this handbook. Only entries received by the designated date will be considered.
- The figures used in determining the winner will be the number of paid, retained PBL members on record in the state office on June 30 of the previous year and by the designated dues deadline for participation at the State Leadership Conference.

STATE AWARDS

An award is presented at the State Leadership Conference to the local chapter that attained the highest percentage of membership retention in PBL.

LOCAL CHAPTER ANNUAL BUSINESS REPORT

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This award recognizes PBL chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.

OVERVIEW

The report should include the chapter's annual business; follow the rating sheet sequence in writing the report. Projects used for other PBL reports may be included.

ELIGIBILITY

All active local chapters may submit one report of their activity.

PROCEDURES

I. General

- Student members, not advisers, must prepare reports.
- One (1) copy of the written report must be sent by the designated place by the deadline date.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Reports submitted for competition become the property of FBLA-PBL, Inc. These reports may be used for publication and/or reproduced for sale by the national association and will not be returned.
- Penalty points will be given if the written report doesn't adhere to the report cover and report content guidelines.

II. Report Cover

- Report covers must be of a weight such as cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of the school, state, name of the event, and year (200x-0x).
- All reports must be bound (e.g., tape binding, spiral binding).

III. Report Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

JUDGING

Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winning projects may be submitted for competition at the PBL National Leadership Conference.



LOCAL CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
Letter to chapter membership (stockholders)	0	1-2	3-4	5	
Chapter Information Included	0	1-2	3-4	5	
<ul style="list-style-type: none"> • Number of members • Size of school and community • When and where the chapter was organized 					
Productivity					
Recruitment of members and chapters	0	1-2	3-4	5	
Leadership development for officers and members	0	1-3	4-7	8-10	
Preparation of students for business careers	0	1-2	3-4	5	
Service to the school and community	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups	0	1-2	3-4	5	
Participation in public relations and activities	0	1-2	3-4	5	
Support of FBLA-PBL national and state projects	0	1-2	3-4	5	
Attendance and participation at state and nationally sponsored conferences	0	1-2	3-4	5	
Recognition					
For PBL competitive events and activities	0	1-2	3-4	5	
For school, community, business, and industry activities	0	1-2	3-4	5	
Businesslike Procedures					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fund-raising and financial statement	0	1-2	3-4	5	
Format of Report					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-2	3-4	5	
Design and graphics	0	1-2	3-4	5	
Subtotal					/100 max.
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> report format does not follow rating sheet					
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

MACROECONOMICS

This event provides recognition for PBL members who can identify, understand, and demonstrate knowledge about general macroeconomic principles, theories, and concepts.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

- ☐ money and interest rates
- ☐ wages and unemployment
- ☐ inflation and deflation
- ☐ gross domestic product
- ☐ aggregate demand and supply
- ☐ consumption and saving
- ☐ fiscal and monetary policies
- ☐ recessions and depressions
- ☐ stabilization
- ☐ government deficit and debt
- ☐ international trade
- ☐ exchange rates
- ☐ economic development and growth

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

MANAGEMENT ANALYSIS AND DECISION MAKING—MODIFIED

Earning a degree in a specific field is important to an individual's future success in the job market. This event recognizes PBL members who possess knowledge across the core curriculum in the area of management.

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. Participants are required to complete both parts.

Members of the team will assume the role(s) of management and present a solution to the interactive case problem.

OBJECTIVE TEST COMPETENCIES

- ☐ organizational behavior
- ☐ organizational theory
- ☐ management principles
- ☐ management information systems
- ☐ production/operations management
- ☐ business policies/strategic management

PERFORMANCE COMPETENCIES

- ☐ critical thinking and problem solving
- ☐ describe case study and explain recommendations
- ☐ communication skills
- ☐ explain strength and weakness of proposed solution
- ☐ effectively answer questions

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants may compete in this event again if they have not competed in it at a previous national Leadership Conference. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Participants must furnish their own No. 2 pencils.
- All teams will be scheduled for a performance.

Oral Presentation

- Twenty (20) minutes before the scheduled performance, each team will receive the case study.
- Two (2) 4" by 6" note cards will be provided for each participant and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.

- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- The teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have entered this event at a prior NLC or have competed more than two (2) years at the national level. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



MANAGEMENT ANALYSIS AND DECISION MAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participant(s) show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

MANAGEMENT CONCEPTS—MODIFIED

For success in the business as either an employee or an entrepreneur, the professional manager must build a solid foundation of business knowledge including its operation and its management. This event provides recognition for PBL members who possess knowledge of management principles.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ controlling
- ☐ decision making
- ☐ directing
- ☐ employee motivation theories
- ☐ planning
- ☐ organizing
- ☐ business environment
- ☐ communication techniques
- ☐ group dynamics
- ☐ leadership
- ☐ organizational structure
- ☐ policies and strategies
- ☐ staffing

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

MARKETING ANALYSIS AND DECISION MAKING—MODIFIED

Earning a degree in a specific field is important to an individual's future success in the job market. This event recognizes PBL members who possess knowledge across the core curriculum in the area of marketing.

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. Participants are required to complete both parts.

Members of the team will assume the role(s) of management and present a solution to the interactive case problem.

OBJECTIVE TEST COMPETENCIES

- ☐ consumer behavior
- ☐ advertising and promotion/sales management
- ☐ marketing research
- ☐ marketing principles and concepts
- ☐ marketing management
- ☐ public relations
- ☐ electronic commerce

PERFORMANCE COMPETENCIES

- ☐ describe case study and explain recommendations
- ☐ communication skills
- ☐ explain strength and weakness of proposed solution
- ☐ effectively answer questions

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants may compete in this event again if they have not competed in it at a previous national Leadership Conference. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Participants must furnish their own No. 2 pencils.
- All teams will be scheduled for a performance.

Oral Presentation

- Twenty (20) minutes before the scheduled performance, each team will receive the case study.
- Two (2) 4" by 6" note cards will be provided for each participant and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.

- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- The teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have entered this event at a prior NLC or have competed more than two (2) years at the national level. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



MARKETING ANALYSIS AND DECISION MAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participant(s) show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

MARKETING CONCEPTS—MODIFIED

Marketing involves the distribution of products and services to the consumer. This event provides recognition for PBL members who possess knowledge of the basic principles of marketing.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ basic marketing including price (product, place, and promotion)
- ☐ marketing concepts and strategies
- ☐ international marketing
- ☐ legal and social aspects
- ☐ marketing research
- ☐ e-marketing

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

MICROECONOMICS

This event provides recognition for PBL members who can identify, understand, and demonstrate knowledge about general microeconomic principles, theories, and concepts.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ production and trade
- ☐ opportunity cost
- ☐ supply and demand
- ☐ elasticity
- ☐ labor markets and wages
- ☐ perfect competition
- ☐ monopolies
- ☐ oligopolies and duopolies
- ☐ production factors
- ☐ capital and natural resource markets
- ☐ distribution of income and wealth
- ☐ market failure
- ☐ economic uncertainties

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NETWORK DESIGN

The ability to evaluate the needs of an organization and then design and implement network solutions is a valuable skill in today's connected workplace. This event provides recognition for PBL members who demonstrate an understanding of and ability to apply these skills.

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. Participants are required to complete both parts.

A case study will be given outlining a small business and its computing environment and needs. Participants will then be required to analyze the situation and recommend a network solution to address the issues raised in the case study.

OBJECTIVE TEST COMPETENCIES

- ☐ network installation—planning, configuration, and topology
- ☐ problem solving and troubleshooting
- ☐ network administrator functions
- ☐ configuring network resources and services
- ☐ configuration of Internet resources
- ☐ security
- ☐ backup and disaster recovery

PERFORMANCE COMPETENCIES

- ☐ analyze the computing environment and needs
- ☐ demonstrate an understanding of the case
- ☐ explain, discuss, describe recommendations
- ☐ communication skills
- ☐ critical thinking/problem solving
- ☐ ability to work as a team

ELIGIBILITY

- Each local chapter may enter one (1) team comprised of two (2) or three (3) members. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. However, one (1) team member may have entered this event at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Participants must furnish their own No. 2 pencils.
- All teams will be scheduled for a performance.

Oral Presentation

- Twenty-five (25) minutes before the performance, each team will receive the case study.

- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- A flip chart and marker will be provided.
- All team members are expected to actively participate in the performance.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have ten (10) minutes to present the case.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at nine (9) minutes and again at ten (10) minutes. When each team is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over ten (10) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have entered this event at a prior NLC or have competed more than two (2) years at the national level. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



NETWORK DESIGN Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content and Recommendation					
Described the situation	0	1-3	4-7	8-10	
Resolved problem	0	1-3	4-7	8-10	
Used correct terminology	0	1-5	6-10	11-15	
Presented an effective strategy	0	1-10	11-20	21-25	
Technology					
System appropriate for size of business	0	1-5	6-10	11-15	
Technology is currently available	0	1-3	4-7	8-10	
Future needs are considered	0	1-3	4-7	8-10	
Meets the needs of the company	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Team members show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members participate actively during the presentation	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/150 max.
Time Penalty Deduct five (5) points for presentations over tsevenen (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/150 max.
Objective Test Score (To be used only in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: _____

NETWORKING CONCEPTS

Acquiring a high level of familiarization and proficiency in working on and with networks is essential in today's connected workplace. This event provides recognition for PBL members who have an understanding of network technologies.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ general network terminology
- ☐ equipment for network access (firewall, DSU/CSU, TI, WI Fi, etc.)
- ☐ specific network operating systems (NOS) terminology
- ☐ OSI model and functionality
- ☐ network topologies
- ☐ network security

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

PARLIAMENTARY PROCEDURE

This event recognizes PBL members who demonstrate knowledge of the principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component.

A one (1) hour objective test will be administered based on the competencies listed. Through a partnership with the National Association of Parliamentarians, questions for the parliamentary procedure principles section of the exam will be drawn from National Association of Parliamentarian's official test bank. The team score is determined by averaging the scores of its members.

The case problem will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised* (Copyright 2000). Finalists will be selected based on the scores of the objective test. A panel of judges will evaluate the performances.

OBJECTIVE TEST COMPETENCIES

- ☐ parliamentary procedure principles
- ☐ PBL Bylaws

PERFORMANCE COMPETENCIES

- ☐ critical thinking and problem solving
- ☐ communication skills
- ☐ effectively present the case
- ☐ all team members contribute to presentation

ELIGIBILITY

- Each local chapter may enter one (1) team that must be composed of four (4) or five (5) persons—a president, vice president, secretary, treasurer, and an additional member. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. However, two (2) members may have participated previously in this event at a National Leadership Conference.
- The team members must be on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.
- Selection of the state parliamentarian is made from those team members or eligible local chapter candidates who meet the following criteria:
 - a. are active members
 - b. have one or more years remaining in PBL
 - c. have completed the application form for state parliamentarian and submitted it to the state office by the established state deadline
 - d. score highest on the parliamentary procedure written objective test.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURE

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- The team score is determined by averaging the scores of its members.
- Participants must furnish their own No. 2 pencils and erasers.
- All teams will be scheduled for a performance.

Presentation

- Twenty (20) minutes before the performance, each team will receive the case study.
- The team may use the preparation time to consider procedure. Parliamentary procedure reference materials may be used during this preparation period but not during the performance itself. The following items may be taken into the preparation room and may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report, and a copy of the minutes from a preceding meeting. Participants are not to write on the copy of the problem.
- Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items should also be taken up during the meeting. During the performance the secretary will take notes, but the notes will not be transcribed into minutes.
- No reference materials, visual aids, or electronic devices may be brought to or used during the performance.
- The problem may or may not include each class of motions, but all five courses of motions—main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—must be demonstrated during the performance.
- Performance time may be from nine (9) to eleven (11) minutes. A timekeeper will stand at eight (8) minutes. When each team is finished the time used will be recorded, noting a deduction of one (1) point for each full half minute (30 seconds) under nine (9) minutes or each full half minute over eleven (11) minutes.
- Performances are open to conference attendees, except performing participants of this event.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. Judges' decisions will be based on *Roberts Rules of Order Newly Revised*, copyright 2000. All decisions of the judges are final.
- The objective test will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. No more than two (2) members may have participated at a prior NLC or have competed more than two (2) years. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PARLIAMENTARY PROCEDURE

Performance Rating Sheet

Motions: Full value should be given for correctly handling the following actions on motions. For instance, if a motion does not require a second and the team handles this correctly, full credit should be given.

Motions: (M)ain, (S)ubsidiary, (P)rivileged, (I)ncidental, (B)ring Again

						Value	Score
Motions	M	S	P	I	B		
Made						5	
Seconded						5	
Stated						5	
Debate/no debate						5	
Put to vote						5	
Vote result announced						5	
Motions Performance Subtotal							
Business of the Meeting							
Problem quality (concise, complete, clear, germane)						15	
Directions followed						5	
Other business quality						10	
Business of the Meeting Performance Subtotal							
General Parliamentary Procedure							
Proper order of business						10	
Proper use of parliamentary terms						10	
Clarity of expression and voice projection						5	
Impartiality of presiding official						5	
Initiative of members						5	
Poise, dignity, and appearance						5	
General Parliamentary Procedure Performance Subtotal							
Subtotal							/100 max.
Time Penalty Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time:							
Dress Code Penalty Deduct five (5) points when dress code is not followed.							
Final Score							/100 max.
Objective Test Score (To be used in the event of a tie.)							

Name(s): _____

School: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PROJECT MANAGEMENT

The ability to prepare and submit an initial project plan that includes project selection, estimating time and cost, developing a project plan, and managing and closure of the project. This event provides recognition for PBL members who have an understanding of and skill in project management.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ effective project manager
- ☐ project team management
- ☐ progress and performance measurement and evaluation
- ☐ project selection
- ☐ project definition
- ☐ project times and cost estimates
- ☐ project plan development
- ☐ risk management
- ☐ resource scheduling
- ☐ project audit and closure

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

PUBLIC SPEAKING

This event recognizes PBL members who, through public speaking, demonstrate qualities of business leadership by presenting a well-organized, logical, and substantiated speech.

OVERVIEW

This event consists of a five (5) minute speech. The speech must be of a business nature and must be developed from one (1) or more of the nine (9) FBLA-PBL goals. The goals include:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of the American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

PERFORMANCE COMPETENCIES

- ☐ clarity of voice
- ☐ critical thinking and problem solving
- ☐ poised manner
- ☐ good communication skills
- ☐ professional appearance

ELIGIBILITY

- For number of members who may enter this event, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURE

- Student members, not advisers, must prepare speeches. Facts and working data may be secured from any source.
- When delivering the speech, the participant may use notes prepared before the event. No visual aids may be used.
- Each speech should be five (5) minutes in length.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 4:31 or over 5:29 minutes.
- A lectern will be available. No microphone will be used.
- The performance is open to all conference attendees, except performing participants of the event.

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PUBLIC SPEAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to FBLA-PBL goals	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
Delivery					
Participant demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-2	3-4	5	
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 4:31 or over 5:29 minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

SALES PRESENTATION

This event is designed to recognize outstanding students in the field of salesmanship. The purpose of this event is to enable students to use their knowledge of good selling techniques and to create an awareness of the importance of good salesmanship.

OVERVIEW

Participation in this event will allow the individuals to demonstrate proficiency in selling techniques, merchandise knowledge, and presenting to the customer.

PERFORMANCE COMPETENCIES

- ☐ describe product and sell the recommendations
- ☐ translate product into effective, efficient, and spontaneous action
- ☐ good communication skills
- ☐ possess good decision-making and problem-solving skills
- ☐ effectively interact with judges
- ☐ effectively answer questions

ELIGIBILITY

- For number of members who may enter this event, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURE

- The individual shall provide the necessary materials and merchandise for the demonstration along with the product.
- Each participant's demonstration must be the result of his/her own efforts. Facts and working data may be secured from any source.
- Student members, not advisers, must prepare the demonstration.
- Visual aids and samples specially related to the presentation may be used in the preparation; however, no items may be left with the judges.
- When delivering the demonstration, the participant may use notes, note cards, and props. All materials must be removed at the end of the performance.
- The individual must provide all equipment for the presentation.
- Five (5) minutes will be allowed to setup and remove equipment or presentation items.
- The individual must perform all aspects of the presentation (e.g., speaking, setup, operating equipment). Other members of the chapter may not provide assistance.
- The individual has ten (10) minutes to interact with a panel of judges and sell the product or concept. The judges will interact throughout the presentation.
- A timekeeper will stand at nine (9) minutes and again at ten (10) minutes.
- The performance is open to conference attendees who are not performing participants of the event.

JUDGING

Presentations will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



SALES PRESENTATION

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Approach					
Suitable opening, statement, or remark	0	1–2	3–4	5	
Direct customer's attention to merchandise	0	1–2	3–4	5	
Product Presentation					
Questions involved customer	0	1–3	4–7	8–10	
Analyze and determine customer needs	0	1–3	4–7	8–10	
Interest in customer as an individual	0	1–3	4–7	8–10	
Adequate knowledge of product features	0	1–3	4–7	8–10	
Create interest and desire for product	0	1–3	4–7	8–10	
Benefits matched to customer needs	0	1–3	4–7	8–10	
Suggestion Selling					
Suggestion selling effectively used	0	1–3	4–7	8–10	
Handling Objections					
Welcome and listen to all objectives	0	1–2	3–4	5	
Closing					
Take advantage of customer reactions	0	1–2	3–4	5	
Handle and overcome objections with respect	0	1–2	3–4	5	
Sale effectively closed	0	1–2	3–4	5	
Total Points					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

SMG WORLDWIDE

North Dakota Event Only

The Stock Market Game (SMG Worldwide) is an electronic simulation of Wall Street trading designed to help students and adults understand the stock market, the costs and benefits involved in decision-making and the sources and uses of capital and other related economic concepts. Sponsored by the North Dakota Securities Commissioner, this event recognizes PBL members that demonstrate an understanding and mastery of the process required to be successful in Wall Street trading.

OVERVIEW

The office of the North Dakota Securities Commission is dedicated to providing residents with an increased understanding of the American economy, enabling them to become more informed citizens, consumers, future employees and employers. Teams of PBL members from each chapter may participate in the simulation on the dates designated by the North Dakota PBL state office.

ELIGIBILITY

Any number of individuals, or several teams consisting of one to five (1-5) members may participate from each chapter, by registering and following the regulations and requirements as outlined by the North Dakota Securities Commissioner SMG Worldwide coordinator: Diane Kambeitz.

Diane Kambeitz
Stock Market Game Coordinator
State of North Dakota
State Capitol - 5th Floor
600 East Boulevard Ave. Dept. 414
Bismarck, ND 58505-0510
Ph: 701-328-4698
dkambeit@state.nd.us

Participation in SMG Worldwide is free for all North Dakota residents interested in this education experience. Registration payment for participants is provided with the funds from the Securities Protection Fund administered through the Office of the North Dakota Securities Commissioner.

REGULATIONS

Registration, regulations, and procedures are found in materials and forms provided by the SMG Worldwide coordinator at the address listed above.

JUDGING

The winning teams will be determined by the North Dakota SMG Worldwide coordinator based on the value of their SMG Worldwide portfolio on the date specified.

STATE AWARDS

Up to three awards will be presented at the North Dakota State Leadership Conference from the winners of the fall game only.

NOTE: This is a North Dakota competitive event only. There is no competitive event on the national level.

SPORTS MANagements AND MARKETING

The sports industry is rapidly growing in this country and the world. For an individual to be successful and effective in this type of work, they must learn the management and marketing techniques necessary for future success. This event provides recognition for PBL members who possess the basic principles of sports management and marketing.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ law and sports application
- ☐ human resource management in sports
- ☐ facility management
- ☐ strategic marketing
- ☐ labor relations in professional sports
- ☐ ethics
- ☐ tort liability and risk management
- ☐ group decision making and problem solving
- ☐ sponsorships
- ☐ sports licensing
- ☐ economics of sports
- ☐ accounting and budgeting
- ☐ financing sports
- ☐ sports management history

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

STATISTICAL ANALYSIS

The ability to use statistical tools and concepts is an important business skill. This event provides recognition for PBL members who demonstrate knowledge of and the ability to apply common techniques and statistical analysis tools.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ organizing and presenting of statistical data
- ☐ descriptive statistical analyses
- ☐ probability distributions
- ☐ sampling techniques
- ☐ estimates and inferences
- ☐ linear regression

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Participants may bring a financial calculator.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

TELECOMMUNICATIONS

Telecommunications is a rapidly growing field in the business world. This event provides recognition for PBL members who demonstrate knowledge of the field of telecommunications as it affects personal and business relationships.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ coding, digitizing, and circuits
- ☐ voice communications
- ☐ telecommunication management
- ☐ history of telecommunications
- ☐ network security
- ☐ network management
- ☐ operating systems and communication methods
- ☐ current trends and developments such as e-commerce standards

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the listed competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

WEB SITE DEVELOPMENT

The ability to communicate ideas and concepts, and to deliver value to customers, using the Internet and related technologies, is an important element in a business' success. This event recognizes PBL members who have developed proficiency in the creation and design of Web sites.

OVERVIEW

This event consists of two parts: a prejudged project and a performance component. Participants must complete both parts of the event to be eligible to win an award.

A prejudged project should be developed based on the topic listed below.

All participants will be scheduled for a performance to explain the development and contents of the Web site.

PROJECT COMPETENCIES

- ☐ document addresses topic and is appropriate for the audience
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ appropriate selection of fonts and type sizes
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ☐ required information is effectively communicated
- ☐ copyright laws followed

PERFORMANCE COMPETENCIES

- ☐ document addresses topic and is appropriate for the audience
- ☐ required information is effectively communicated
- ☐ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ☐ appropriate selection of fonts and type sizes
- ☐ overall layout and design is creative and appealing
- ☐ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ☐ effectively answer questions

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants may compete in this event again if they have not competed in it at a previous national Leadership Conference. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2009 STATE AND NATIONAL TOPIC

Develop a Web site that will keep track of your chapter's alumni. The Web site will need to have a user-friendly interface for users to enter their information; easily access others' information; view details on upcoming events, chapter sponsorship opportunities, and a photo gallery of past and present events; and a means for the alumni to communicate with other alumni.

Copyright and Fair Use Information. It is the policy of FBLA-PBL to comply with state and federal copyright laws. You may use the following Web sites as a reference:

A. Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>

B. U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

PROCEDURES

I. Prejudged Project

- Projects must address the given topic (information may be real or fictitious). Student members, not advisers, must prepare projects.
- An event entry form (found in Forms section), must be submitted by the deadline date.
- The Web site must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the official entry date. Judging of the Web site will take place before the State Leadership Conference
- Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the site. Members are expected to follow all applicable copyrights laws and may be disqualified if items are used inappropriately and not documented.
- Web sites should be designed to allow for viewing by as many different platforms as possible.

II. Performance

- The presentation is an explanation of the Web site, and the Web site may be shown to the judges when explaining the site. The team or individual will be able to access his/her URL. The explanation should include, but not be limited to: development of the topic; development and design process; use and implementation of innovative technology; use and development of media elements; and copyright issues with pictures, music, and other items.
- Visual aids and samples related to the project may be used; however, not items may be left with the judges.
- Presentation of the entry must be conducted by participants who authored the event. All team members are expected to actively participate in the performance.
- A Windows-based computer, projection device, and screen will be provided for the presentation with an Internet connection. Use of a USB drive is allowed on the equipment provided.
- The individual or team has five (5) minutes to present.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over five (5) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- All team members are expected to actively participate in the performance.
- Performances are open to conference attendees who are not performing participants of this event.

JUDGING

Projects will be judged by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winners or alternate, are eligible to compete at the PBL National Leadership Conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the national level.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



WEB SITE DEVELOPMENT

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Fonts, colors, and graphics enhance aesthetic appeal	0	1–7	8–14	15–20	
Format is consistent and appropriate	0	1–3	4–7	8–10	
Graphic design shows creativity, originality, and supports theme	0	1–7	8–14	15–20	
Site uses innovative technology tools and enhancements effectively (i.e., streaming video/audio, flash, animation, etc.)	0	1–3	4–7	8–10	
Site Navigation					
All links are functional and consistent	0	1–3	4–7	8–10	
Links are consistent and support theme	0	1–3	4–7	8–10	
Navigation is logical and effective	0	1–3	4–7	8–10	
Content					
Effectiveness of site	0	1–10	11–20	21–30	
Theme fully and effectively developed. Solution adequately addresses assigned topic	0	1–10	11–20	21–30	
Technical					
Proper use of grammar, spelling, punctuation, etc.	0	1–7	8–14	15–20	
Site is compatible with multiple browsers	0	1–3	4–7	8–10	
Copyright laws have been followed; permissions are cited on the Web site; and the use of templates identified at the bottom of the home page	0	1–7	8–14	15–20	
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



WEB SITE DEVELOPMENT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Development of the topic in the presentation	0	1-3	4-7	8-10	
Development and design process	0	1-7	8-14	15-20	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Use and development of media elements (graphics, video, audio, etc.)	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated, appropriate business language used	0	1-3	4-7	8-10	
Participant(s) show self-confidence poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
Subtotal				/100 max.	
Time Penalty Deduct five (5) points for presentation over five (5) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points				/100 max.	
Prejudged Score				/200 max.	
Final Score (add total points and prejudged score)				/300 max.	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

WORD PROCESSING

A high level of word processing skill is a necessity for employees in productive offices. This event recognizes PBL members who demonstrate that they have acquired word processing proficiency beyond the entry level.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts.

A one (1) hour objective test will be administered at the state conference based on the objective test competencies. The score received on this portion of the event will constitute 15 percent of the final event score.

One (1) hour will be given for the production test. The production test will be administered at the home school prior to the state conference. The score received on this portion of the event will constitute 85 percent of the final event score.

OBJECTIVE TEST COMPETENCIES

- ☐ document formatting rules
- ☐ grammar, punctuation, spelling, and proofreading
- ☐ word processing applications

PRODUCTION COMPETENCIES

- ☐ production of all types of business forms
- ☐ letters
- ☐ memorandums
- ☐ tables
- ☐ reports
- ☐ statistical reports
- ☐ materials from rough draft and unarranged copy

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the objective test will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- A one (1) hour objective test will be administered at the state conference based on the objective test competencies.
- Participants must furnish their own No. 2 pencils.
- Nongraphing calculators will be provided.

Skills Test

- A Format Guide has been developed to be used as a guide for skill events that require word processing of documents. All documents must be prepared according to the style in the Format Guide.
- Results will be based on mailable copy and the Format Guide.

- The following reference materials are allowed at the test site: word division manuals, dictionaries, the Format Guide, and the Standards of Mailability.
- Voice recognition software may be used where appropriate; local chapters must provide the software.
- Documents produced for this event must be prepared by the participants without help from the adviser or any other person.

JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



FORMAT GUIDE

Overview	2
General Guidelines	2
Advanced Letter Features	3
Standards of Mailability	3
Agenda Sample	4
Itinerary Sample	5
Label/Envelope Format Sample	6
Business Letter Sample	6
Personal Letter Sample	7
Letter with Advanced Features Sample	8
Letter & Memo Second Page	8
Memorandum	9
News Release	10
Minutes	11
Outline	12
Report	13
Endnote Page	14
Reference Page	15
Tables	16
Table of Contents	17



OVERVIEW

Today's successful businesses require a consistent message throughout the organization. A foundation of this strategy is the use of a format guide so that a corporation maintains a uniform image through all its communications. As the

premier student business organization, it is our responsibility to guide our students according to today's business practices. With this in mind, we have crafted a Format Guide by which our students and advisers can prepare for the Computer Applications and Word Processing skill events. Please review the Format Guide carefully in preparing for these events.



GENERAL GUIDELINES

Font Size:	11 or 12
Font Style:	Times, Times New Roman, or Arial
Spacing:	1 or 2 spaces after punctuation ending a sentence (stay consistent within the document) 1 space after a semicolon 1 space after a comma 1 or 2 spaces after a colon (stay consistent within the document) 1 space between state abbreviation and zip code
Letters:	Block Style with Open Punctuation Top Margin: 2 inches Side and Bottom Margins: 1 inch
Bulleted Lists:	Single space individual items; double space between items
Memorandums:	Standard Style Top Margin: 2 inches Side and Bottom Margins: 1 inch
Unbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side and Bottom Margins: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Leftbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side Margins: Left 1½ inches – Right 1 inch Bottom Margin: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Miscellaneous Documents:	Top Margin: 2 inches (Agenda, Itinerary, Minutes, News Release, Outline, Table of Contents) Side and Bottom Margins: 1 inch
Miscellaneous Notes:	Left justification of documents is to be used unless otherwise indicated. Main and subheadings should be keyed in boldface.
References:	All references must be placed in alphabetical order.

Note: Documents in this style manual may not show the correct top margins because of the instruction box at the top of the page.



ADVANCED LETTER FEATURES

Mailing Notation:	A mailing notation is keyed a double space below the date in ALL CAPS followed by a double space before the inside address.
Attention Line:	An attention line is keyed as the first line of the inside address. When an attention line is used, the salutation is "Ladies and Gentlemen."
Subject Line:	A subject line should be keyed a double space below the salutation in ALL CAPS. The subject line begins at the left margin. The word "subject" or "re" are not used when keying the subject line.
Second Page Heading:	<p>If a letter contains more than one page, key a heading at the top of each subsequent page. Key the first line of the inside address, page number, and date at the left margin beginning one inch from the top of the paper. Double space below the date before continuing the body of the letter.</p> <p style="text-align: center;">Ms. Terra Green Page 2 Current Date</p>
Company Name:	Key the company name a double space below the complimentary close in ALL CAPS. Quadruple space to the writer's name.
Enclosure Notation:	Place an enclosure (or attachment) notation a double space below the reference initials. If multiple enclosures are referred to in the letter, follow the word "enclosures" with a colon and list each enclosure.
Copy Notation:	Use a lowercase (c) by the name of the person(s) to receive a copy. Place the copy notation a double space below the last line of the enclosure notation or the reference line if there is no enclosure.
Postscript:	A postscript should be keyed as the last line in the letter. It should be preceded by a double space and begin at the left margin. The initials "P.S." should not be used.



STANDARDS OF MAILABILITY

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents in Computer Applications (FBLA & PBL), Word Processing I & II (FBLA) and Word Processing (PBL).

Errors that will make copy mailable with slight corrections will result in a penalty of two (2) points.

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Formatting error



AGENDA SAMPLE

Top Margin: 2"
Side Margins: 1"
Second Page Top: 1"

FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA

(DS)

Board of Directors Agenda

(DS)

Tuesday, March 20, 20—

(DS)

1. Call to Order—Jean Buckley, Chief Executive Officer
(DS)

2. Roll Call—Mary Anvil, Secretary

3. Reading of the Minutes—Mary Anvil, Secretary

4. Treasurer's Report—Harvey Weinberg, Treasurer

5. Other Officer Reports

6. Committee Reports

Accounting—Mildred Wright

Social—Betty Einstein

Fund-raising—Bret Rushmore

(SS)

7. Unfinished Business

8. New Business

9. Date of Next Meeting

10. Adjournment

Note:

Numbers may be left or right aligned.



ITINERARY SAMPLE

Top Margin: 2"
Side Margins: 1"
Second Page Top: 1"

ITINERARY
(DS)
M. J. Lawson
(DS)
October 10-13, 20—
(DS)

Sunday, October 10

(DS)

9:30 a.m. Depart Memphis Municipal Airport, United Airlines, Flight 433, nonstop, lunch served.

(DS)

1:02 p.m. Arrive San Francisco International Airport.

(DS)

5:30 p.m. Depart hotel for Chinatown visit.

Monday, October 11

9:00 a.m. Conference at Mark Hopkins Hotel.

Reminder: Call Pat Martin to confirm dinner arrangements for tomorrow.

Tuesday, October 12

9:00 a.m. Conference at Mark Hopkins Hotel.

7:00 p.m. Dinner with Pat Martin.

Wednesday, October 13

9:30 a.m. Depart hotel for airport.

12:20 p.m. Depart San Francisco International Airport, United Airlines, Flight 700, one stop, lunch served.

7:15 p.m. Arrive Memphis Municipal Airport.



LABEL/ENVELOPE FORMAT SAMPLE

MS JUNE R TIJERINA
CLAIMS DEPARTMENT
GOLDEN INSURANCE COMPANY
1846 MARKET STREET
SAN FRANCISCO CA 94102-1234

The Optical Character Recognition (OCR) style,
including all recommended abbreviations, is to be used
by the company for all labels and envelopes.



BUSINESS LETTER SAMPLE

Top Margin: 2"
Side Margins: 1"

Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.

(DS)

This letter style is to be used for FBLA-PBL competition.

(DS)

Sincerely

(QS)

Barbara Small
Director of Education

(DS)

xx



PERSONAL LETTER SAMPLE

Top Margin: 2"
Side Margins: 1"

1912 Association Drive
Reston, VA 20191-1591
Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additionally, reference initials are not included.

(DS)

Sincerely

(QS)

Barbara Small



LETTER WITH ADVANCED FEATURES SAMPLE

Top Margin: 2"
Side Margins: 1"

Current Date

(DS)

CONFIDENTIAL (If no mailing notation, **QS** after date.)

(DS)

Attention FBLA-PBL Competitors

FBLA-PBL, Inc.

1912 Association Drive

Reston, VA 20191-1591

(DS)

Ladies and Gentlemen

(DS)

LETTER FORMAT WITH ADVANCED FEATURES

(If no subject line, **DS** after salutation.)

(DS)

This letter illustrates the placement of all advanced letter parts as described on the enclosed sheet. It also illustrates the block style letter with open punctuation.

(DS)

Please refer to this letter when keying such a document to avoid making formatting errors.

(DS)

Sincerely

(DS)

FBLA-PBL, INC.

(QS)

Barbara Small

Director of Education

(DS)

xx

(DS)

Enclosure

(DS)

c Ms. Jean Buckley, President/CEO

(DS)

Best of luck in your competition!



LETTER & MEMO SECOND PAGE

Top Margin: 1"
Spacing of Materials: SS
Spacing after Date to Body: DS

Name of Addressee or Company

Page 2 (SS)

Date

(DS)

**MEMORANDUM**

Top Margin: 2"
Side Margins: 1"

TO: FBLA-PBL Competitors
(DS)
FROM: Judging Committee
(DS)
DATE: Current
(DS)
SUBJECT: Formatting a Standard Memorandum
(DS)

When formatting a standard memorandum, use a 2-inch top margin. Next, key the heading lines with a double space between each. Note that each heading is typed in ALL CAPS and informational lines are aligned on the left. The subject line should be keyed with initial caps and followed by a double space.

Paragraphs are aligned at the left margin and are single spaced with a double between each. The competitor should key his/her initials at the left margin a double space below the body of the last paragraph in lowercase letters. If an attachment or enclosure is included, the word "Attachment" or "Enclosure" should be keyed at the left margin a double space below the competitor's initials.

xx
(DS)
Enclosure



NEWS RELEASE

Top Margin:	2"
Side Margins:	1"
Body:	DS

NEWS RELEASE

(DS)

Contact: Patricia Wells, Adviser
XYZ Club
1801 E. National Avenue
Phoenix, AZ 85007-0032
602-555-1234

(DS)

Release May 1, 20—

(QS)

STUDENTS EARN TRIP TO FBLA NATIONAL CONFERENCE

(QS)

Fifteen XYZ Club members have been selected to represent Arizona at the National Leadership Conference.

These students have the opportunity to attend this conference with over 5,000 delegates representing each state.

To raise funds to attend this conference, members will hold a yard sale and silent auction May 23–24 from 8 a.m. to 2 p.m. at the school.

Any community members wishing to make a donation for the yard sale/silent auction may contact Patricia Wells at the above number.

(DS)

###



MINUTES

Top Margin: 2"
Side Margins: 1"

**XYZ CLUB
(DS)
Minutes of September 1, 20—**

(QS)

Call to Order

(DS)

The regular meeting of the XYZ Club was called to order on Monday, September 1, 20— at 3:30 p.m. President Steve Dockray called the meeting to order with Secretary Dale Williams recording minutes.

(DS)

Attendance

All members were in attendance.

Minutes

The minutes of the August 1, 20— meeting were read. Justin Vaughn moved to approve the minutes as read. They were seconded and approved.

Treasurer's Report

Treasurer Kelly Osborne reported a chapter balance as of September 1, 20— of \$347.16. The report was filed.

Unfinished Business

The date for the Winter Dance was announced. It will be held November 27 in the main gym. The price per person will be \$5 each or \$8 per couple.

New Business

None.

Announcements

Reminder for all members to begin collecting pledges for the March of Dimes March for Babies.

Adjournment

There being no further business, the meeting was adjourned at 4:10 p.m.

(QS)

Terra Green, Secretary



OUTLINE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

FORMATTING OUTLINES

(QS)

I. VERTICAL SPACING

(DS)

- A. Title of Outline
 - 1. Two-inch top margin
 - 2. Followed by a quadruple space
- B. Major Headings
 - 1. First major heading preceded by a quadruple space; all others preceded by a double space
 - 2. All major headings followed by a double space
 - 3. All subheadings single spaced

(DS)

II. HORIZONTAL SPACING

(DS)

- A. Title of Outline Centered over Line of Writing
- B. Major Headings and Subheadings
 - 1. Identifying lowercase roman numerals aligned at left margin or aligned on periods
 - 2. Identifying letters and numbers for each subsequent level of subheading aligned below the first word of the preceding heading

(DS)

III. CAPITALIZATION

(DS)

- A. Title of Outline Keyed in ALL CAPS
- B. Major Headings Keyed in ALL CAPS
- C. First-order Subheadings Keyed with all Major Words Beginning with Initial Caps
- D. Second-order Subheadings Keyed with First Word Only Using Initial Cap

Note:

Roman numerals can be left or right aligned.



REPORT

Top Margin:	2"
Side Margins:	1"
Spacing in Body:	DS

REPORT FORMATTING

(QS)

Standard Margins

With the exception of the left margin, all margin settings are the same for the unbound and leftbound reports. The right margin is one inch. A top margin of two inches and a bottom margin of one inch are used on the first page of reports. All remaining pages are keyed with one-inch top and bottom margins. Since the internal spacing of report parts varies, a bottom margin of exactly one-inch is sometimes not feasible. The bottom margin may be varied to prevent a side heading or first line of a paragraph from printing as the last line on a page (orphan), or the last line of a paragraph from occurring at the top of a new page (widow.)

Page Numbering

The first page of a report is not numbered. On the second and subsequent pages, place the page number in the upper right side of the page header. Reference pages should also be numbered.

Long Quotes

Quoted material of four or more lines should be single spaced, indented 0.5 inches from both the left and right margins, and doubled space above and below the quoted materials.

Enumerated or Bulleted Items

Indent enumerated or bulleted items 0.5 inches from the left margin; block the lines at the beginning of the first word of the item. The right margin for enumerated and bulleted items remains at one inch. Single space individual items; double space between items as well as above and below a series of items.

Headings and Subheadings

Main heading. Center the main heading in ALL CAPS and bold over the body.

Side headings. Begin side headings at the left margin. Capitalize the first letter of the first word and all other main words in each heading. Bold side headings.

Paragraph headings. Indent paragraph headings 0.5 inches from the left margin. Capitalize the first letter of the first word only. Underline the heading and follow it with a period.¹



REPORT CONTINUED

Top Margin: 1"
Side Margins: 1"
Spacing in Body: DS

2

Endnotes

Endnotes are placed at the end of the report, and the endnote is cited by a superscript number. The endnotes page has the same top and side margins as the first page of the report and is numbered. Each endnote is single spaced with a double space between endnotes. The first line of each endnote is indented 0.5 inches from the left margin; all other lines begin at the left margin.²

References

All references cited will be listed alphabetically under the heading REFERENCES or BIBLIOGRAPHY or WORKS CITED. The page has the same top and side margins as the first page of the report and is numbered. Each reference is single spaced with a double space between references. The first line of each reference begins at the left margin; all other lines are indented 0.5 inches from the left margin.³

When listing the titles of individual works, follow these guidelines: Titles of books should be italicized. Titles of articles should be placed in quotation marks. Journal or magazine titles should be italicized. The title or description of materials found on Web sites or other Internet sources should be surrounded by quotation marks.

Note:

Put just the page number on the second and subsequent pages in the upper right side of the page header 0.5 inch from top of page.



ENDNOTE PAGE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

ENDNOTES

(QS)

¹D. F. Dansereau, "Learning Strategy Research," *Thinking and Learning Skills*, Vol. 1, Hillsdale, NJ: Lawrence Erlbaum, 1999, p. 111.

(DS)

²Rose Huber, "Teaching Students How to Study," *Eastside Weekend*, September 1-7, 1998, p. 18.

(DS)

³Theodore Silver, *Study Smart*, New York: Villard Books, 2000, p. 99.



REFERENCE PAGE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

REFERENCES

(QS)

Dansereau, D. F., "Learning Strategy Research," *Thinking and Learning Skills*, Vol. 1. Hillsdale, NJ: Lawrence Erlbaum, 1999.

(DS)

Huber, Rose, "Teaching Students How to Study," *Eastside Weekend*, September 1-7, 1998.

Silver, Theodore, *Study Smart*. New York: Villard Books, 2000.

The Shakespearean Homework Helper <liadonna2@aol.com>. "Where is Duke Orsin's Palace?" 29 November 1999. Borrow, Christine <student5@your school.com>.

U.S. Census Bureau. "American FactFinder: Facts About My Community." [Online] 30 November 1999. <http://factfinder.census.gov/java_prod/dads.ui.homePage.HomePage>.

USGS. "Map: Major Volcanoes in Ecuador." [Online image] 30 November 1999. <http://vulcan.wr.usgs.gov/Volcanoes/Ecuador/Maps/map_ecuador_volcanoes.html>.

Zoological Society of San Diego. "Let's See Those New Teeth," San Diego Zoo Baby Panda Exhibit. [Online video clip] 29 November 1999. <http://sandiegozoo.org/special/pandas/pands_baby_videos3.html>.



TABLES

Special Instructions

- Bold titles and column headings.
- Column headings may be centered over column or blocked at left of column.
- Tables using both one- and two-line column headings should be aligned at the bottom of the cell.
- For two-line column headings in tables without gridlines, underline the bottom word of the heading.
- Gridlines are optional unless otherwise stated.
- If gridlines are not used, underline column headings and DS after heading.
- Do not include \$ with dollar amounts in columns. Dollar signs may be placed in Total Row.
- All columns containing numbers should be right or decimal aligned.
- All columns containing text should be left aligned.
- The body of the table may be single or double spaced.
- Tables within another document should be centered horizontally unless otherwise indicated.
- DS before and after the table.
- Gridlines should not be used in titles.

Center Vertically
Center Horizontally

Example Table with Gridlines

SALARY CHART TABLES
(DS)
Administrative Support Department
(QS)

Position	Current Salary	Percent Increase	Amount Increase	New Salary
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	\$109,500.00		\$6,272.50	\$115,372.50

Example Table without Gridlines

SALARY CHART
(DS)
Administrative Support Department
(QS)

<u>Position</u>	<u>Current Salary</u>	<u>Percent Increase</u>	<u>Amount Increase</u>	<u>New Salary</u>
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	\$109,500.00		\$6,272.50	\$115,372.50



TABLE OF CONTENTS

Top Margin: 2"
Side Margins: 1"

TABLE OF CONTENTS

(QS)

Preface.....	ii
(DS)	
Alphabetical List.....	iv
(DS)	
Introduction	
Philosophy.....	2
Purpose (SS).....	3
Software Comparison	
Cost Factors.....	5
Hardware Requirements.....	6
Implementation Plan	7
Training Needs	12
Miscellaneous Factors.....	15
Summary and Recommendations	
Summary	18
Recommendations	22
Bibliography	28
Appendices	
Appendix A: Glossary of Computer Terms	31
Appendix B: Organizational Chart	35

Note:

Page numbers should be right aligned with leader lines.

FORMS





PBL Pre-conference Tests Order Form

North Dakota Department of Career and Technical Education

School:	Adviser:
Phone with best time to call:	Fax:
Pre-conference test administrator: (May not be an adviser. You may have more than one test administrator, but all tests will be sent to only one person.)	Mailing address of test administrator:

*****All students must pay conference registration fee to participate in these events.*****
*****All tests must be returned to Bismarck regardless of whether or not they are used.*****

SPECIAL NOTE: All objective tests scheduled to be taken at the school-site prior to the State Leadership Conference will be taken online in 2009. Instructions for this process will be sent with the preconference tests.

Event	Names of Competitors (For team events, place names of all team members on same line.)
Accounting for Professionals (skill test) <i>Individual Event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Business Communication (writing exercise) <i>Individual event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Business Decision Making (objective test) <i>1 team consisting of 2 or 3 members</i> <i>Team tests cooperatively</i>	1.
Computer Applications (skill test) <i>Individual Event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Database Design & Application (skill test) <i>Individual Event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Desktop Publishing (skill and objective test) <i>Up to 3 teams of 2 members each</i> <i>Team tests cooperatively</i>	1.
	2.
	3.

Continued on next page

Event	Names of Competitors (For team events, place names of all team members on same line.)
Financial Services (objective test) 1 team consisting of 1 to 3 members Team tests cooperatively	1.
Future Business Executive (job application & questions) Individual Event 2 (1-24), 3 (25-49), 4 (50-74), 5 (75+)	1. 2. 3. 4. 5.
Future Business Teacher (job application & questions) Individual Event 2 (1-24), 3 (25-49), 4 (50-74), 5 (75+)	1. 2. 3. 4. 5.
Help Desk (objective test) Individual event 2 (1-24), 3 (25-49), 4 (50-74), 5 (75+)	1. 2. 3. 4. 5.
Hospitality Management (objective test) 1 team consisting of 1 to 3 members Team tests cooperatively	1.
Human Resource Management (objective test) 1 team consisting of 1 to 3 members Team tests cooperatively	1.
Job Interview (job application & questions) Individual Event 2 (1-24), 3 (25-49), 4 (50-74), 5 (75+)	1. 2. 3. 4. 5.
Management Analysis & Decision Making (objective test) 1 team consisting of 1 to 3 members Team tests cooperatively	1.
Marketing Analysis & Decision Making (objective test) 1 team consisting of 1 to 3 members Team tests cooperatively	1.
Network Design (objective test) 1 team consisting of 2 or 3 members Team tests cooperatively	1.
Parliamentary Procedure (objective test) 1 team consisting of 4 or 5 members Team tests individually	1.
State Parliamentarian Application Test	1. 2. 3.

Continued on next page

Event	Names of Competitors (For team events, place names of all team members on same line.)
Word Processing (skill test) <i>Individual event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.

Postmark, Email, or Fax this form by designated date to:

Gail Riedinger
Dept. of Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
[gmriedinger@nd.gov](mailto:griedinger@nd.gov)



PBL State Officer and State Parliamentarian Application*

North Dakota Department of Career and Technical Education
SFN 18566 (11/99)

Please keyboard this form.

**All information requested is purely voluntary on the part of the applicant and will not be used for determining applicant's qualifications for a North Dakota PBL State Chapter office.*

School attending in 2008-2009				Office sought	
Class this year <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior		Standing in class <input type="checkbox"/> Upper third <input type="checkbox"/> Middle <input type="checkbox"/> Lower third			
Name		Current mailing address			
City	State	Zip	Phone		
E-mail					
Summer mailing address					Phone
Person to contact in an emergency			Relationship		
Address		City	State	Zip	Phone
PBL activities					
College Major	College Minor			Have you completed or are you enrolled in at least one business course? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to attend all meetings of the State Executive Council: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you employed in a part-time job while attending college? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of hours you usually work per week		Name of employer	
If you are employed, will your employer allow you time off to attend state planning meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Candidate's signature			Adviser's signature		

Postmark, email or fax this form by designated date to:

Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov



Who's Who in North Dakota PBL Award

North Dakota Department of Career and Technical Education
SFN 15350 (11-99)

Every PBL chapter should name at least one PBL member to receive the Who's Who award. Every chapter has a winner. State PBL officers are *not* to be local chapter winners. They receive the award automatically. This award should be given to the person most deserving for service to the local PBL chapter, not necessarily the president, but the member who is always present, always willing to help, etc.

Chapters may have one or more Who's Who winners.

School Name	Adviser's Signature
-------------	---------------------

1	Name of Student Receiving Award (please print)
2	Name of Student Receiving Award (please print)

DO NOT LIST STATE OFFICERS

Postmark, email or fax this form by designated date to:

***Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov***



PBL Adviser Length of Service Award Application

North Dakota Department of Career and Technical Education
SFN 51854 (11/99)

In order to continue the Chapter Adviser Years of Service Award at the state and national level, we need information from each adviser regarding total (broken or continuous) years of service as a PBL adviser. Advisers will be recognized at the State Leadership Conference for 5, 10, 15, 20, and 25 years of service.

If you are eligible for an award this year **and wish to receive the award**, you must complete this form and return it to the state PBL office by the date indicated.

If you are not eligible for an award this year, you don't need to complete this form.

Name	School
------	--------

I have a total of _____ years of service (including this year) as a PBL chapter adviser as follows:

From (month/year)	To (month/year)	School Name
From (month/year)	To (month/year)	School Name
From (month/year)	To (month/year)	School Name

Postmark, email or fax this form by designated date to:

Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov

Honorary Membership or Businessperson of the Year Nomination

North Dakota Department of Career and Technical Education

SFN 17801

No pictures, be brief. State reasons on this form only.

Name of Nominee	
Complete Mailing Address of Nominee	Telephone
E-mail Address of Nominee	
Nominated for: <input type="checkbox"/> Honorary Membership <input type="checkbox"/> Businessperson of the Year	
Statement of why the nominee should receive the award:	
Submitted by	
Chapter	
<i>NOTE: You will be notified if candidate is selected. If you do not receive notification, the person was not selected as State Businessperson of the Year or Honorary Member. You may give this person an award from your chapter, if you wish.</i>	

Postmark, email or fax this form by designated date to:

Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov



Special Needs Assistance Request

North Dakota Department of Career and Technical Education
SFN 51853 (12/99)

The following students or advisers request special assistance or accommodations at the State Leadership Conference. Describe how you believe we could best assist student or adviser with special needs. (Example: provide room on ground level.)

Name and type of assistance required:

Name and type of assistance required:

Name and type of assistance required:

Name and type of assistance required.

Chapter

Adviser

Postmark, email or fax this form by designated date to:

Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov



PBL Competitive Event Registration

North Dakota Department of Career and Technical Education
SFN 6991 (12/00)

Chapter Name	# of Members	Adviser's Name
School Phone	School Fax	
Adviser or person to contact if conference is postponed or changed because of inclement weather, or other reason.		Phone
E-mail Address		
Name of alternate person to contact		Phone
E-mail Address		

For each of the following competitive events, supply names of the participants. Under each event name is indicated (by chapter membership) the number of members from each chapter who may enter the event. **Participants must check posted schedules at conference registration to ensure that they are not scheduled for two events at the same time.**

Accounting Analysis and Decision Making (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Accounting Principles (Note Course Eligibility Requirements) (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Accounting for Professionals (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Business Communication (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Business Decision Making (One team composed of 2 or 3 members)	
Business Ethics (One team composed of 2 or 3 members)	
Business Law (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Business Presentation (One team composed of 1 to 3 members)	
Client Service (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Community Service Project (One team composed of 1 to 3 members)	
Computer Applications (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Computer Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Contemporary Sports Issues (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Cyber Security (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Database Design and Application (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Desktop Application Programming (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Desktop Publishing (3 teams of 2 members each)	
Digital Video Production (One team composed of 1 to 3 members)	
E-business (One team composed of 1 to 3 members)	
Economic Analysis and Decision Making (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Financial Analysis and Decision Making (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Financial Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Financial Services (One team composed of 1 to 3 members)	
Future Business Executive (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Future Business Teacher (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Hospitality Management (One team composed of 1 to 3 members)	
Human Resource Management (One team composed of 1 to 3 members)	
Impromptu Speaking (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Information Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

International Business (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Internet Application Programming (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Job Interview (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Justice Administration (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Local Chapter Annual Business Report	Entering Report: ____Yes ____No
Macroeconomics (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Management Analysis and Decision Making (One team composed of 1 to 3 members)	
Management Concepts (One team composed of 1 -3 members) (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Marketing Analysis and Decision Making (One team composed of 1 to 3 members)	
Marketing Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Microeconomics (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Network Design (One team composed of 2 or 3 members)	
Networking Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Parliamentary Procedure (One team composed of 4 or 5 members)	
Project Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Public Speaking (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	

Sales Presentation (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
SMG Worldwide (Unlimited number of individuals or teams composed of 1 to 5 members)	
Sports Management and Marketing (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Statistical Analysis (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Telecommunications (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Web Site Development (One team composed of 1 to 3 members)	
Word Processing (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Postmark, email or fax this form by designated date to:

**Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov**

Conference Event Registration Continued on Next Page

School Name	Adviser
-------------	---------

Please type (for accuracy in making nametags) **all** chapter members attending the conference. Add additional pages if necessary.

Member	Events Entered	FR	SO	JR	SR

CONTINUED--Please type (for accuracy in making nametags) **all** chapter members attending the conference. Add additional pages if necessary.

Member	Events Entered	FR	SO	JR	SR



PBL North Dakota State Leadership Conference Registration

North Dakota Department of Career and Technical Education
SFN 18287 (11/00)

Registration fee of \$60 per student and \$60 per adviser must accompany this form. On-site registration fee is \$75.

Location of conference Bismarck, ND	Conference dates April 5 - 7, 2009
---	--

School	City
Adviser	

	State officers attending at no charge	
	Members attending at \$60 per person	
	Advisers attending at \$60 per person	
	Guest brunch at \$20 per person (non-PBL member or non-adviser)	
	Guest banquet at \$25 per person (non-PBL member or non-adviser)	
	TOTAL	

Make check payable to North Dakota PBL

Postmark this form and your check by date indicated to:

FBLA-PBL Fiscal Agent
PO Box 6022
Bismarck, ND 58506-6022

In addition, please fax this form to:

Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov



PBL State Leadership Conference Hotel Reservation

North Dakota Department of Career and Technical Education
SFN 15348 (12/00)

Mail to:
Best Western Ramkota Hotel
800 S. 3rd St.
Bismarck, ND 58504
(701) 258-7700
NOTE: Refer to block of rooms
reserved under PBL
Conference.

Conference Dates
April 5 – 7, 2009

Postmark by
March 6, 2009

PLEASE NOTE: All hotel reservations need to be made using this form. The hotel will not accept phone reservations. It is preferred that reservations be made for the entire chapter at one time.

1. A block of rooms has been reserved at this hotel. Mail this form directly to the hotel. No reservations will be made for the conference without this form. Any changes must be made with the hotel.
2. Check-in time will be 2 p.m. You must check in no later than 6 p.m. If this is impossible, call the hotel and make special arrangements for late arrival.
3. Check-out time will be 11 a.m.
4. Make sure to indicate how many nights you will be staying.
5. Room rates (excluding tax) **per person, per night** are as follows:

Single	Double	Triple	Quad
\$55.00	\$37.50	\$25.00	\$18.75

6. Please bring tax exempt ID number, if it applies, to receive a tax-free room rate.

Name of School, City:			Number of rooms to reserve:	
Arrival Date:		Departure Date:		
NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room A	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		
NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room B	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

SEND CONFIRMATION TO:

Name		Phone
Address		Fax
City	State	Zip

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room C	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room D	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room E	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room F	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		



Digital Video Production Entry Form

The presentation must be clearly labeled according to procedures in the event guidelines.

Chapter Name		
Adviser Name		
Email Address		Phone Number
Team Member Names		

We, the undersigned, attest that the design and creation of this digital video production is the original work of the team members. We agree that this presentation may be linked, promoted, and used in any way by national FBLA-PBL, Inc. for purposes of promoting the association.

Adviser's Signature	Team Member Signature
Team Member Signature	Team Member Signature

Postmark, email or fax this form by designated date to:

Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov



Programming Events Entry Form

The program must be clearly labeled with the name of the competitor, the name of the school, and the state.

Competitor Name	
Chapter Name	
School Name	
Adviser E-Mail Address	Phone Number

Program submitted on:

- ☐ DVD
- ☐ CD

Programming event entering:

- ☐ Desktop Application Programming
- ☐ Internet Application Programming

We, the undersigned, attest that the creation of this program is the original work of the FBLA member. We agree that this program may be utilized and promoted in any way by national FBLA-PBL, Inc. for purposes of promoting the association.

Adviser's Signature	Competitor's Signature
---------------------	------------------------

Postmark this form and program by deadline date and send to person indicated.



E-business Entry Form

Chapter Name		
E-business website URL Address		
Adviser Name		
Email Address		Phone Number
Team Member Names		

We, the undersigned, attest that the design, creation, and implementation of this E-business website is the original work of the team members. We agree that this website may be linked, promoted, and used in any way by national FBLA-PBL, Inc. for purposes of promoting the association.

Adviser's Signature	Team Member Signature
Team Member Signature	Team Member Signature

Postmark, email or fax this form by designated date to:

Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov



Web Site Development Entry Form

Chapter Name		
Web site URL Address		
Adviser Name		
Email Address		Phone Number
Team Member Names		

We, the undersigned, attest that the design, creation, and implementation of this website is the original work of the team members. We agree that this website may be linked, promoted, and used in any way by national FBLA-PBL, Inc. for purposes of promoting the association.

Adviser's Signature	Team Member Signature
Team Member Signature	Team Member Signature

Postmark, email or fax this form by designated date to:

Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov



PBL Local and State Chapter Web Site Permission Form

North Dakota Department of Career and Technical Education
SFN 53909

The North Dakota PBL Web site is one of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. If said person is a minor, a guardian signature is also required.

- ☐ The _____ chapter of PBL is authorized to publish the following on their Web site (check all to which you agree).

-OR-

- ☐ The North Dakota State Chapter of PBL is authorized to publish the following on their web site (check all to which you agree).

- ☐ Name
☐ Email Address
☐ Photo

Member Signature: _____

Date: _____

Signature of Parent /Guardian: _____
(if above individual is under 18 years of age)

Date: _____

To be signed and retained by the local chapter

-OR-

send to the PBL state office if photos are to be published on the PBL website.

Mail, email or fax to:

***Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov***



Largest Percentage of Retention in Local Chapter Membership

(North Dakota Only Event)

North Dakota Department of Career and Technical Education
SFN 53908

School Name and City:

Please fill out the information below. Membership retention will be verified using National PBL membership records.

Number of Members Retained from 2007-08 to 2008-09:

Percentage of Retention:

(To calculate percentage of retention, divide number of members retained by the current number of members.)

List names of members retained from 2007-2008 to 2008-2009:

(Attach additional sheet if necessary)

1.	10.
2.	11.
3.	12.
4.	13.
5.	14.
6.	15.
7.	16.
8.	17.
9.	18.

Signature of Chapter President:

Signature of Chapter Adviser:

Postmark, email or fax this form by designated date to:

Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov

APPENDIX

**PBL Constitution and Bylaws
NLC Conference Information**

UNIFORM STATE CHAPTER CONSTITUTION

FUTURE BUSINESS LEADERS OF AMERICA—PHI BETA LAMBDA, INC.

Article I—Name

The name of this organization shall be the North Dakota State Chapter of the Future Business Leaders of America-Phi Beta Lambda, Incorporated, hereinafter referred to as "the Chapter."

Article II—Purpose

The purpose of this FBLA Chapter shall be to further the goals of FBLA within the state of North Dakota. The Chapter shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 7-12) in business and office education to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The purpose of this PBL Chapter shall be to further the goals of PBL within the state of North Dakota. The Chapter shall provide opportunities for postsecondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

The specific goals of FBLA-PBL and the Chapter are to:

- a. Develop competent, aggressive business leadership
- b. Strengthen the confidence of students in themselves and their work
- c. Create more interest and understanding of American business enterprise
- d. Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- e. Develop character, prepare for useful citizenship, and foster patriotism
- f. Encourage and practice efficient money management

- g. Encourage scholarship and promote school loyalty
- h. Assist students in the establishment of occupational goals
- i. Facilitate the transition from school to work.

The Chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Incorporated.

Article III—Membership

The membership of the Chapter shall consist of FBLA or PBL members residing within the state of North Dakota. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

Article IV—Dues and Finance

Section 1

The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Incorporated.

Section 2

No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of

reasonable compensation for services actually rendered the Chapter in effecting its goals.

The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer, or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of money or money's worth; by selling any substantial parts of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus.

The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

The Chapter shall not use any income for purposes other than the objects in this Constitution set forth, or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The Chapter shall not devote a substantial portion of its activities to carry on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might effect its right or the right of FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

Article V—Organization

Section 1

The Chapter is a subsidiary of the Future Business Leaders of America--Phi Beta Lambda, Inc. As an integral part of FBLA-PBL Inc., the chapter shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested.

Section 2

The Chapter shall be governed by a Board of Directors, which shall serve as the policy making body for the Chapter, and which shall be subject to this Constitution, the FBLA or PBL Bylaws, and the Board of Directors of FBLA-PBL, Inc.

Section 3

The Chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the Chapter, and any other provisions necessary for the orderly administration of the Chapter.

Section 4

The Chapter shall maintain such relationship with FBLA or PBL local chapters within the state of North Dakota as shall be approved by the Board of Directors. The Chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

Section 5

Upon dissolution, all the assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

Article VI—Emblems and Insignia

The Chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignia.

Article VII—Amendment

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for the adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as approved by the Board of Directors of FBLA-PBL, shall become a part of this Constitution with or without the consent of the Chapter.

Revised by National FBLA-PBL December 5, 1975.

Revised by North Dakota State Chapter of FBLA-PBL Inc. September 20, 1991.

Revised by North Dakota State Chapter of FBLA-PBL, Inc., April 4, 2004.

National Office Address:

FBLA-PBL, Inc.
1912 Association Dr.
Reston, VA 22091-1591
703-860-3334 OR
1-800-325-2946
FAX: 703-758-0749

North Dakota Address:

North Dakota State Chapter
FBLA-PBL, Inc.
State Capitol, 15th Floor
600 East Boulevard Ave.
Dept. 270
Bismarck, ND 58505-0610
701-328-2286
FAX: 701-328-1255

**FUTURE BUSINESS LEADERS OF AMERICA
PHI BETA LAMBDA, INC.
North Dakota Chapter**

**PHI BETA LAMBDA
BYLAWS**

Article I—Name

Section 1

The name of this chapter of FBLA-PBL, Inc. shall be the "North Dakota Chapter of Phi Beta Lambda" and may be referred to as "North Dakota PBL" or "PBL."

Article II—Purpose

Section 1

The purpose of PBL is to provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition, promotes a sense of civic personal responsibility.

Section 2

The specific goals of PBL are to:

- a. develop competent, aggressive business leadership,
- b. strengthen the confidence of students in themselves and their work,
- c. create more interest in and understanding of American business enterprise,
- d. encourage members in the development of individual projects which contribute to the improvement of home, business, and community,
- e. develop character, prepare for useful citizenship, and foster patriotism,
- f. encourage and practice efficient money management,
- g. encourage scholarship and promote school loyalty
- h. assist students in the establishment of occupational goals, and
- i. facilitate the transition from school to work.

Article III—Membership

Section 1

FBLA-PBL membership shall consist of members of nationally chartered local chapters. These members shall hold membership in their local, state, and national chapters. Membership shall consist of these classes of members:

FBLA Active Members—shall be secondary students (grades 7-12) who become members while enrolled in

business and office education classes, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school and community relations, and possess qualities for employment. Active members shall pay dues as established by local, state, and national FBLA and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise represent their local or state chapters as approved by their respective local or state advisers.

PBL Active Members—shall be postsecondary and college students in the field of business, office, or business teacher education who accept the purpose of PBL and subscribe to its creed. Active members shall pay dues as established by local, state, and national PBL and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise participate in local, state, and national activities in accordance with established guidelines, rules and regulations.

Professional Members—shall be individuals interested in promoting the goals established by FBLA-PBL, Inc. Such members may include former members of FBLA-PBL, employers, educators, parents, business persons, community supporters, or any other persons contributing to the growth and development of the association and its members. Professional members shall pay dues as established by FBLA-PBL, Inc., and receive voting and other rights as determined by FBLA-PBL, Inc. Professional members are subject to all rules and regulations established by FBLA-PBL, Inc. and the North Dakota State Chapter of FBLA-PBL.

National Honorary Life Members—may be recommended by the membership and shall be accepted upon approval by the Board of Directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education

and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

Article IV—Dues and

Finance

Section 1

State dues shall be determined by a majority vote of the local voting delegates at the State Leadership Conference. State dues of members shall be forwarded directly to the office of the state chairman or other designated agent. National dues shall be forwarded directly to the national office by the local chapter.

Section 2

Annual North Dakota PBL dues shall be \$10 per active member.

Section 3

The affairs and property of FBLA-PBL, Inc. shall be managed by the National Board of Directors which shall have all powers and duties of a board of directors, according to D. C. Code 29-1080 (1967 ed.).

Section 4

The fiscal year of the Future Business Leaders of America-Phi Beta Lambda shall be July 1 through June 30.

Article V—Organization

Section 1

Phi Beta Lambda shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. Only chapters which have received charters, Greek names, and numbers issued by FBLA-PBL, Inc. and which are in good standing, shall be referred to as chapters of "Phi Beta Lambda" or "PBL."

Section 2

A chapter of PBL shall be considered in good standing with the national and state organization when the following conditions are met:

- a. State and national membership dues have been paid.
- b. All reports have been submitted to the national office and state chairman as requested.
- c. The local chapter constitution and bylaws are not in conflict with the

state and national constitutions and bylaws in any of the provisions.

Section 3

PBL members shall be considered in good standing when they:

- a. attend local chapter meetings with reasonable regularity,
- b. show an interest in, and take part in, the affairs of the chapter, and
- c. pay their local, state, and national dues.

Section 4

The State Executive Board shall serve as the policy-making body of North Dakota PBL.

Section 5

The State Executive Board shall consist of state officers and one representative from each local PBL Chapter from which no state officer is a member, and members of the state committee, (state chairman and state advisers). Each member of the State Executive Board (state officers, representatives, state committee members) shall have one vote. The state president chairs the State Executive Board meetings.

Section 6

The state Chapter shall hold at least one annual state leadership conference to elect state officers and conduct business.

Section 7

The position of state chairman shall be filled by recommendation of the National Board of Directors of FBLA-PBL, Inc.

Section 8

Each group wishing to become a chapter of FBLA-PBL shall make a formal written application to the North Dakota state chairman who will submit the application to the national FBLA-PBL office for approval, and the national FBLA-PBL, Inc. office will issue the local chapter charter.

Section 9

Each local chapter shall have at least one adviser. A local chapter may have as many special--emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of PBL shall assume full responsibility for coordinating the program for these interest groups.

Section 10

The State Executive Board shall appoint up to three state advisers to serve unlimited, renewable one-year terms.

Article VI—Officers and Elections

Section 1

The state elected officers of the North Dakota State Chapter of Phi Beta Lambda shall be a president, vice president of finance and member development, vice president of communications, and vice president of public relations. These officers shall be members of the State Executive Board. The person applying for the position of vice president of operations and scoring the highest on the parliamentary procedure written competitive event test shall serve as a voting member of the State Executive Board. This person will be installed at the State Leadership Conference, and shall have at least one year remaining before being graduated from a postsecondary institution or college.

Section 2

Qualifications for Elected State Officers

- a. Only active PBL members are eligible to hold office.
- b. Only those applicants who are present at the State Leadership Conference shall be eligible for nomination.
- c. To be considered for an elected office in the North Dakota State Chapter of Phi Beta Lambda, a candidate shall:
 - (1) have at least one full year remaining in their post-secondary or college program of study,
 - (2) be recommended by the local chapter and endorsed by their local chapter adviser, and
 - (3) file an official application for office by the established filing date.
- d. Candidates for vice president of public relations must possess the ability to edit, publish, update, and maintain North Dakota PBL list serves, chat rooms, and web pages, including the official web page of North Dakota PBL.
- e. Candidates for vice president of operations must possess a basic understanding of parliamentary procedure according to the current edition of Roberts Rules of Order, Newly Revised. Candidates for vice president of operations must also express a willingness to expand their knowledge of parliamentary procedure.

Section 3

Nominations for Elected Officers

- a. Nominees who have filed an official application for a specific office and who are present at the general session of the North Dakota PBL Leadership Conference when the election is held shall be eligible for election to office. Any change in the application for a specific office must be filed with the State chairman prior to the beginning of the First General Session at the State Leadership Conference.
- b. In the event there are no candidates for an office, applications for the vacant office will be accepted by the newly elected State Executive Board following the conference by an established date. The newly elected State Executive Board will appoint an officer from applications for the vacant office following the conference.

Section 4

Elections

- a. The president, the vice president of finance and membership development, the vice president of communications, and the vice president of public relations shall be elected annually by the local voting delegates at a general session of the annual North Dakota State PBL Leadership Conference. These officers shall be elected by a majority of the local voting delegates present and registered at the conference. No proxy voting will be permitted.
- b. No more than two members may be candidates for elected office from the same local PBL chapter. The vice president of operations may be appointed from a local chapter with elected state officers.
- c. There may be no more than three state officers from the same local chapter at any one time, including the vice president of operations.

Section 5

Term of Office

- a. State officers shall be elected for one year, and their term of office shall begin at the close of the State Leadership Conference.
- b. Officers may succeed themselves in the same office for two consecutive years if elected for a second term.

Section 6

Vacancy in Office

- a. A vacancy in office, other than that of president, shall be filled or remain

vacant, as determined by the State Executive Board.

- b. Should the office of president become vacant, the vice president of finance and member development shall automatically become president.

Article VII—Duties of PBL State Officers

Section 1

The president shall:

- a. serve as chairman of the State Executive Board,
- b. preside over the Executive Board meetings and business meetings of PBL,
- c. appoint appropriate committees and committee chairmen,
- d. serve as an ex-officio member of all committees,
- e. perform other duties for the promotion and development of local, state, and national FBLA-PBL, Inc., and
- f. maintain a close and continuing relationship with the state chairman and state advisers of FBLA-PBL.

Section 2

The vice president of finance and member development shall:

- a. assume the duties and responsibilities of the presidency, should that office become vacant due to resignation or otherwise,
- b. assume primary responsibility for developing the North Dakota State Chapter Annual Business Report,
- c. present financial reports to members at State Executive Board meetings and the State Leadership Conference,
- d. serve as chairman of appointed committees, and
- e. assist in the promotion and development of FBLA-PBL.

Section 3

The vice president of communications shall:

- a. keep an accurate record of all business of the State Leadership Conference and the State Executive Board,
- b. supply at least one copy of the minutes and substantiating report to the State Executive Board promptly,
- c. maintain a digital state scrapbook, working with the vice president of public relations,
- d. serve as chairman of appointed committees, and
- e. assist in the promotion and development of FBLA-PBL.

Section 4

The vice president of public relations shall:

- a. publish the official North Dakota PBL website,
- b. submit appropriate items to the publisher of national FBLA-PBL publications,
- c. work with members of the media to promote North Dakota PBL,
- d. serve as the official spokesperson of North Dakota PBL, and
- e. assist in the promotion and development of FBLA-PBL.

Section 5

The vice president of operations shall:

- a. advise the president on the orderly conduct of business in accordance with PBL Bylaws and the current edition of Roberts Rules of Order, Newly Revised,
- b. serve as chairman of appointed committees, and
- b. assist in the promotion and development of FBLA-PBL.

Section 6

These officers shall serve on the State Executive Board, perform the duties prescribed in the Bylaws, and perform such other duties as directed by the president and the state chairman which are consistent with these Bylaws or other rules adopted by FBLA-PBL.

Section 7

Any state officer failing to perform assigned duties as stated in Article VII, may be dismissed from office by a two-thirds vote of the State Executive Board. The office shall be filled following the guidelines in Article VI, Section 6, of the North Dakota Phi Beta Lambda Bylaws.

Article VIII—State Leadership Conference and Meetings

Section 1

A North Dakota State Leadership Conference shall be held each year.

Section 2

Each local chapter in good standing shall be entitled to send two to six local voting delegates from its active membership to the State Leadership Conference in accordance with the following:

- a. 1-19 members—two voting delegate
- b. 20-39 members—three voting delegates
- c. 40-59 members—four voting delegates

- d. 60-89 members—five voting delegates

- e. 90 and above—six voting delegates

Section 3

All voting delegates and competitive event participants of local chapters shall be officially registered by their respective advisers and their names submitted by a deadline set by the State Executive Board for the State Leadership Conference. Changes may be made in the names of voting delegates or participants of competitive events at registration prior to the beginning of the State Leadership Conference First General Session.

Section 4

Only those voting delegates recognized as registered and present during the initial role call at the First General Session of the State Leadership Conference will be allowed to vote. No proxy voting will be permitted.

Section 5

The quorum for all business meetings at the State Leadership Conference shall be a majority of the currently registered voting delegates eligible to vote and in attendance at that meeting.

Section 6

Leadership development conferences and meetings may be held as determined by the State Executive Board.

Article IX—State Executive Board

Section 1

The state officers of North Dakota PBL shall, with the state chairman and state advisers, and one representative from each PBL local chapter not represented by another officer, constitute the State Executive Board.

Section 2

The State Executive Board shall:

- a. adopt policies of operation for PBL as deemed necessary,
- b. approve committee appointments and the creation of new committees by the president,
- c. review all proposed amendments to the Bylaws,
- d. present to the PBL active members at the State Leadership Conference those proposed amendments which have been approved by the State Executive Board, and
- e. perform such other duties as are prescribed by these Bylaws.

Section 3

Special meetings of the State Executive Board shall be called upon at the written request of three voting members of the State Executive Board. At least one State Executive Board meeting will be held annually.

Section 4

Business of the State Executive Board may be conducted by mail, teleconference or other appropriate means at the discretion of the president and approval of the state chairman and the state advisers. All business completed in a non-traditional format, and results of this business, shall be recorded in the minutes of the next regular State Executive Board meeting.

Article X—Committees

Section 1

Advisory and other committees to assist in the growth and development of PBL may be appointed as deemed necessary by the State Executive Board.

Section 2

The president of PBL shall, with the approval of the State Executive Board, establish committees, and appoint their members for a period not to exceed the president's term of office, and assist in their activities.

Section 3

Committee business may be conducted by mail, teleconference, or other appropriate means at the discretion of the president and approval of the state chairman and the state advisers. For adoption, action take by the committee in a non-traditional meeting shall require a plurality vote of the members eligible to vote and shall be reported to the committee members no later than the next regular committee meeting.

Article XI—Emblems and Colors

Section 1

The official emblem and insignia item designs are described and protected from infringement by registration, in the U. S. Patent Office, under the Trademark Act of 1946. The manufacturing, reproduction, wearing, or displaying of the emblem shall be governed by the National Board of Directors of FBLA-PBL, Inc.

Section 2

Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA-PBL. Only mem-

bers in good standing may use official emblems and insignia.

Section 3

The official colors of North Dakota FBLA-PBL shall be blue and gold.

Article XII—Parliamentary

Authority

Section 1

The rules contained in *Robert's Rules of order Newly Revised—current edition* shall govern the North Dakota State Chapter of FBLA-PBL in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules of order which the North Dakota FBLA-PBL may adopt.

Section 2

The use of the word chairman to identify one who chairs a committee or meeting is seen by a growing number of educators and students as perpetuating linguistic sexism. Many advisers and members of FBLA-PBL wish to free their language from this unconscious semantic bias. However, because *Robert's Rules of Order Newly Revised—current edition* takes the position that the word "CHAIRMAN suffices for both sexes," it will be used in the Constitution and Bylaws and in other FBLA-PBL state and national publications.

Article XIII—Amendment of the Bylaws

Section 1

Proposed amendments to these Bylaws shall be submitted in writing not later than sixty days prior to the North Dakota PBL State Leadership Conference to the state chairman by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters within thirty days of the State Leadership Conference.

Section 2

Proposed amendments shall be reviewed by the State Executive Board and must be approved by the State Executive Board before they can be submitted to the voting delegates at the State Leadership Conference. The State Executive Board shall present approved amendments, with recommendations, to voting delegates at the State Leadership Conference.

Section 3

A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance

at the business meeting is required for adoption of amendment.

PBL NATIONAL LEADERSHIP CONFERENCE PARTICIPANT'S INFORMATION

The PBL National Leadership Conference will be held in Anaheim, CA June 20 - 23, 2009. The NLC offers motivational and informational sessions for both members and advisers. Delegates will be involved in workshops to help develop leadership skills and make important career decisions. Qualified competitive event winners can compete in the PBL National Awards Program.

If you are an eligible competitive event winner, you must complete the Competitive Event Information form and mail, email or fax it to Gail Riedinger at the PBL state office no later than April 17. If you fail to do so, you will **forfeit your right** to compete at the NLC.

On April 18 a notice will be mailed to all chapters of the competitive events that have not been entered. Any PBL member may enter any "open" competitive event at the NLC upon notification of the North Dakota state PBL office.

No competitive events at the NLC can be entered after April 30! On May 2, the North Dakota National Leadership Conference Competitive event registration will be mailed to the national office and no additions will be made!

The North Dakota FBLA-PBL office will register members for competitive events only. This will not register members for the conference itself, nor does it take care of your hotel reservations.

The national PBL office will mail NLC conference information and registration forms to each local chapter adviser. No forms are available from the state office. Contact the national office for forms and information at 800-325-2946 or by e-mail: conference@fbla.org. Information is also available on the FBLA-PBL Web Site: www.fbla-pbl.org

NOTE: The PBL Institute for Leaders is scheduled prior to the actual conference. A separate registration form and fee must be submitted to participate in this excellent, worthwhile program.



ND PBL NLC Competitive Event Information

North Dakota Department of Career and Technical Education
SFN 53434 (7/02)

People who wish to compete in PBL competitive events representing North Dakota should submit the following information by April 17.

School Name	Event(s) Entering
Participant's Name	Mailing Address on June 1
Day Phone	
Evening Phone	E-mail Address

Person to be contacted in case of emergency while attending NLC:

Name	Mailing Address
Phone	

NOTE: Completion of this form does not register you for the conference or hotel. It only makes it possible to enter a competitive event!

If you are not competing, but are attending the 2009 National Leadership Conference in Anaheim, CA, it would be appreciated if you would complete and mail/fax this form to the state office so we can share this information with all attending from North Dakota.

If you send in this form indicating your intent to register for and compete at the conference, but change your mind, please notify the state office as soon as possible. This information is needed in order to complete event confirmation upon arrival at the NLC in Anaheim.

Postmark, Email or Fax this form by designated date to:

Gail Riedinger
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
gmriedinger@nd.gov

***North Dakota State Board for
Career and Technical Education***

Darrel Remington, Chairperson, Belfield

Jeffery Lind, Vice Chairperson, Rugby

Maren Daley, Member, Bismarck

Brian Duchsherer, Member, Carrington

Robert Geske, Member, Enderlin

William Goetz, Member, Bismarck

Dr. Wayne Sanstead, Member, Bismarck

Susan Stibbe, Member, Hunter

Rita Wilhelmi, Member, Stanley

North Dakota FBLA-PBL is sponsored as part of the
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